



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

FQ/SM 39/27

PROVISION OF SERVICES

SERVICE DELIVERY OF REINTEGRATION ENGAGEMENTS
WITH PERSONS LIVING ON THE STREET: REINTEGRATION
AMBASSADORS



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY					
FQ NUMBER:	39/27	CLOSING DATE:	17 August 2026	CLOSING TIME:	14H00
DESCRIPTION	SERVICE DELIVERY OF REINTEGRATION ENGAGEMENTS WITH PERSONS LIVING ON THE STREET: REINTEGRATION AMBASSADORS				
Clarification meeting will take place on 12 August 2026 at 09:00 at the Community Development Boardroom, 21 Simonsberg Road Simonswyk, Stellenbosch)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (1 – 20)		
LOCALITY [TICK APPLICABLE BOX]	☐ Yes ☐ No				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
CRS no		TOTAL BID PRICE (Brought forward from MBD 3.1)			R
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:			
DEPARTMENT	FINANCE – SCM	DEPARTMENT	COMMUNITY SERVICES		
CONTACT PERSON	Astrid Luyt	CONTACT PERSON	Priscilla Napoleon		
TELEPHONE NUMBER	021 808 8511	TELEPHONE NUMBER	021 808 8438		
E-MAIL ADDRESS	Astrid.Luyt@stellenbosch.gov.za	E-MAIL ADDRESS	Priscilla.Napoleon@stellenbosch.gov.za		
Reference No:	FQ/SM 39/27 : SERVICE DELIVERY OF REINTEGRATION ENGAGEMENTS WITH PERSONS LIVING ON THE STREET: REINTEGRATION AMBASSADORS				Page 1 of 53



PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



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PART A: REQUIREMENTS IN TERMS OF REGULATORY FRAMEWORK

1. Checklist for completeness
2. Invitation to bid (MBD 1)
3. Quotation conditions
4. Authority to sign a bid
5. Declaration of interest (MBD 4)
6. Preference claim form in terms of the Preferential Procurement Regulations 2022 (MBD 6.1)
7. Declaration of bidder's past supply chain management practices (MBD 8)
8. Certificate of independent bid determination (MBD 9)
9. Certificate for municipal services and payments to service providers
10. Responsiveness criteria

PART B: TECHNICAL SPECIFICATIONS, PRICING SCHEDULE AND CHECKLIST

11. Technical specifications
12. Pricing schedule (MBD 3.1)



CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and attached a certified copy or original B-BBEE certificate as well as proof of address to claim locality points Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 90 days			
9. Signed declaration for understanding and complying with technical specifications			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Name (print)

.....
Signature

.....
Position

.....
Date



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF STELLENBOSCH MUNICIPALITY

REQUEST FOR FORMAL QUOTATION NUMBER: 39/27

REQUEST QUOTATION DESCRIPTION: SERVICE DELIVERY OF REINTEGRATION ENGAGEMENTS WITH PERSONS LIVING ON THE STREET: REINTEGRATION AMBASSADORS

CLARIFICATION MEETING: Clarification meeting will take place on 12 August 2026 at 09:00 at the Community Development Boardroom, 21 Simonsberg Road Simonswyk, Stellenbosch)

CLOSING DATE: 17 August 2026

TIME: 14:00

Bid documents can be obtained from the Supply Chain Management Unit, 1ST floor, Plein Street , Stellenbosch 08h00 and 15:00. A non-refundable fee of R50-00 is payable to Stellenbosch Municipality. Alternatively, the bid documents can be downloaded from our website at www.stellenbosch.gov.za by following the Supply Chain Management link.

Enquiries can be directed as follows:

Type of enquiry	Contact person	Tel no	Email address
Bidding procedures and documents	Astrid Luyt	021 808 8511	Astrid.Luyt@stellenbosch.gov.za
Technical enquiries	Priscilla Napoleon	021 808 8438	Priscilla.Napoleon@stellenbosch.gov.za

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for 90 days after bid closing.

Bids must be submitted in a sealed envelope. The quotation number and quotation description must appear on the outside of the envelope. Bidders that fail to adhere to this requirement will be disqualified at the bid opening.

Bids must be deposited in the **bid box**, located at the entrance of the Municipal Offices of Stellenbosch Municipality, Ground floor, Plein Street , Stellenbosch, by no later than the date and time as specified above. This quotation box is open 24/7. Telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Bids will be opened in public in the Supply Chain Management Conference room at the 1st Floor , Room 101B, Plein Street , Stellenbosch. The lowest, only or any bid shall not necessarily be accepted and the municipality reserves the right to accept any part of the bid or to withdraw the invitation to bid.

This bid shall be evaluated on the 80/20 preference points system in terms of the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452

Prospective bidders must familiarise themselves with the content of Stellenbosch Municipality's Supply Chain Management Policy and must be registered on the **Central Supplier Database (CSD)** if they wish to conduct business with the municipality. The General Conditions of Contract is applicable.

GM METTLER

STELLENBOSCH MUNICIPALITY



AUTHORITY TO SIGN A BID

SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

COMPANIES AND CLOSE CORPORATIONS

If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



1. Taxes and duties

- 1.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 1.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 1.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 1.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

2. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

3. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

4. Prohibition of restrictive practices.

- 4.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 4.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 4.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2015)



GENERAL CONDITIONS

1. Sealed FQ's, with the **"FQ Number and Title"** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. FQ's that are deposited in the incorrect box will not be considered.
- 2.2. Mailed, telegraphic or faxed FQ's will not be accepted.
- 2.3. Documents may only be completed in non-erasable ink.
- 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 2.7. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 2.8. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 08 January 2016. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
3. Any FQ received after the appointed time for the closing of FQ's shall not be considered but shall be filed unopened with the other FQ's received or may be returned to the Tenderer at his request.
4. FQ's may not be telefaxed to the Municipality and therefore any FQ's received by fax will **not** be considered.
5. FQ's shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
6. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
 - 6.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2. The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
7. This bid will be evaluated and adjudicated according to the following criteria:
 - 7.1. Relevant specifications
 - 7.2. Value for money
 - 7.3. Capability to execute the contract
 - 7.4. PPPFA & associated regulations
 - 7.5. Stellenbosch Municipality Preferential Procurement Policy and SCM Policy



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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative																	
3.2.	Identity Number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>																
3.3.	Position occupied in the Company (director, shareholder² etc.)																	
3.4.	Company Registration Number																	
3.5.	Tax Reference Number																	
3.6.	VAT Registration Number																	

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

¹ MSCM 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. an executive 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.	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	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a 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	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal 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	
3.13.1.	If so, furnish particulars:				



3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

- a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**
- b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM 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. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 –
PURCHASES/SERVICES 80/20**

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, 2022 and the Stellenbosch Preferential Procurement Policy 2026/2027

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 and any other applicable preference

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 R50 000 000 (all applicable taxes included); and

1.2

- (a) The value of this bid is estimated to not exceed R300 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

- (b) Price;
- (c) B-BBEE Status Level of Contributor. and
- (d) Locality of supplier

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
Total points for Price and Preferences must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.

1.7 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.

5.3 A maximum of 20 points (80/20 preference points system), must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)



- 5.4 Regarding par 5.3 (a) at least 50% of the 20 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.5 A tenderer must submit proof of its BBBEE status level contributor.
- 5.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 5.6.1 may only score in terms of the 80-point formula for price; and
- 5.6.2 scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 5.7 Regarding par 5.3 (b) a maximum of 50% of the 20 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8 points.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: = (maximum of 10 points)
- (Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)



7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

YES		NO	
-----	--	----	--

Locality of supplier: = (10 points)

Address -
.....
.....

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

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 or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/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-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor/Locality points 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



PLEASE COMPLETE IN FULL YOUR OWN AFFIDAVIT TO CLAIM POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE)

(DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a **Member / Director / Owner (Select one)** of the following enterprise and am duly authorised to act on its behalf:

NB!

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"



3. I hereby declare under Oath that:

- The Enterprise is _____ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____ %
 - Black Disabled % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas % = _____ %
 - Black Military Veterans % = _____ %

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Revenue was R10,000,000.00 (Ten Million Rands) or less

NB!

- Please Confirm on the below table the B-BBEE Level Contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

NB! ORIGINALLY CERTIFIED/ NOT COPY

Commissioner of Oaths

Signature & stamp

Date



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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		



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	No
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	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED

.....
(FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and attach a copy of their municipal account(s) which are not older than 90 days. (Refer MBD 4 paragraph 4)

Name of account holder:

Account number:

Name of account holder:

Account number:

Name of account holder:

Account number:

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....

.....

Signature for and on behalf of the bidder

Date



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 **Stellenbosch Municipality**

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)

6. I have read and I understand the contents of this Certificate;
7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
9. 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;
10. 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.
11. 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.
12. 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.

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.



13. 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.
14. 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.
15. 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



RESPONSIVENESS AND EVALUATION CRITERIA

1. RESPONSIVENESS CRITERIA

No bid will be considered by Stellenbosch Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

- a) Bidders must ensure that they are registered on the Central Supplier Database (CSD), if they wish to conduct business with the Municipality.
- b) Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Nicolene Hamilton	021 8088594	Nicolene.hamilton@stellenbosch.gov.za

2. Stellenbosch Municipality will reject a bid in terms of the following:

- a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this or any other municipality or municipal entity, are in arrears for more than three months (90 days).
- b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.

3. The following completed documents must be submitted or provided as part of the bid submission:

- a) Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached

(NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.
- b) Completed and signed declaration of interest form (MBD 4).

4. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.

5. The awarding of this bid is subject to the following:

- a) Relevant technical specifications as stated in this bid document;
- b) Attendance of compulsory site meetings, as may be applicable;
- c) Proper completion of this bid document and signing of declarations
- d) Documents as indicated in MBD 1.
- e) Any special conditions of contract as stipulated in this bid document.

6. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

7. Inducements, rewards, gifts and favours to municipalities, officials and other role players

- a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract;



- b) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

8. Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.

9. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:

- a) If the bid is not sealed;
- b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
- c) if the bid is not completed in non-erasable ink; or
- d) NO correction fluid/tape may be used
- e) if the name of the bidder is not stated, or is indecipherable

10. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

11. The official bid document must be fully completed in indelible ink.

12. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.

13. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.

14. The bidder must adhere to the pricing instructions.

15. The Bidder's details must be provided.

16. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.

17. The bid must comply with all the minimum technical specifications.

18. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

19. EVALUATION OF BIDS

- a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2026/2027 in accordance with Preferential Procurement Regulations of 2022.
- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.



PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

The following minimum specifications are applicable and must be complied with.

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2025/2026 in accordance with Preferential Procurement Regulations of 2022.

1. SPECIFICATIONS

Purpose	The purpose of this procurement process is to approve and appoint a service provider and rates for a social re-integration ambassadors pilot project aimed at persons living on the streets to explore pathways out of homelessness.
Background	People experiencing homelessness in Stellenbosch are highly visible, particularly during the early morning hours. This has an impact on residents, businesses, students, tourists and, most importantly, the individuals living on the street themselves. There is a recognised need for accessible daytime support services including access to food, clothing, ablution facilities, relationship-building, psychosocial support, substance-use intervention, life and soft skills development, shelter referrals, and pathways to work-readiness programmes.



Despite availability of some support services, many people living on the street do not access available services immediately. Introducing the concept of change is often a gradual process that requires consistent engagement, trust, practical assistance, and clear referral pathways. Individuals may need multiple interactions before they are willing to engage with formal support services. The Reintegration Ambassador Pilot Project is intended to address this gap. The project intend to introduce a light, mobile, ward-based engagement model that provides regular outreach, builds trusted relationships, assesses individual needs, and connects people to appropriate services. By serving as a bridge between people living on the street and the existing support network, the ambassador model creates an essential first step towards long-term reintegration while more comprehensive daytime services are being developed and implemented.

Scope

Geographical Footprint: The Reintegration Ambassador Pilot Project will be implemented across all 23 wards within the Stellenbosch Municipal area.

Period: Reintegration Ambassadors – six months (the service provider need to confirm duration of the project indicating start and finish dates).

It is intended for the pilot project to implement a peer and community ambassador model to build trust and strengthen relationships between people living on the street, local residents, and service providers. The ambassadors will identify and understand the needs of individuals experiencing homelessness, help reduce conflict, improve communication within communities, and facilitate referrals to structured support services. These services include shelters, professional assessments, case management, substance-use treatment and support programmes, and other social development interventions aimed at promoting long-term reintegration and well-being.

The project will establish a proactive, community-based outreach model focused on engaging people living on the street, strengthening collaboration between communities and available service providers, and improving pathways towards reintegration.

Your offering/service must include the following:



1. Monthly Homelessness Mapping and Ward Profiling

Identify, map, and monthly update of homelessness hotspots done for the month, across all 23 municipal wards. This must include collecting ward-level information on the number and location of people living on the street, patterns of movement, service access, and environmental factors to support informed planning and resource allocation.

2. Outreach and Relationship Building

Conduct weekly outreach to establish trusted relationships with people living on the street. A monthly feedback report will be required to demonstrate to the Municipality, a comprehensive understanding of homelessness in the Stellenbosch municipal area through individual profiling. This should include the individual's name, age, gender, place of origin, reason living on the street, length of time living on the street, housing waiting list status, identity document status, potential for family reunification, and income/employment status (including social grants) and substance use.

3. Referral and Reintegration Support

Facilitate voluntary referrals to appropriate support services, shelters, assessment and intake services, case management, healthcare, substance-use treatment programmes, social development services, and employment or work-readiness opportunities. Ambassadors will act as a bridge between individuals and existing service providers.

4. Community Awareness and Engagement

Promote greater understanding of homelessness among residents, businesses, students, tourists, and community organisations by providing information and awareness sessions, five per quarter. The awareness session must include information about the “Give Responsibly” coupon system in Stellenbosch. It should encourage compassionate, informed community participation while discouraging practices that unintentionally reinforce long-term street homelessness. The community engagement will demonstrate to the Municipality, community perception and support to persons living on the street. This findings should be included in the monthly feedback report. An attendance register or formal letter from institute must be submitted with monthly report, indicating where, with whom and total people engaged.



5. Information Gathering and Service Coordination

Collect ward-level information on community concerns regarding homelessness, service gaps, emerging trends, referral outcomes, and barriers to reintegration. This information will support improved coordination between municipal departments, provincial government, non-governmental organisations, faith-based organisations, and other service providers, while informing future policy and programme development. The information collected must be included in the Reintegration Ambassadors Reporting Framework, consisting of the following monthly report framework:

A. Report Information

- Reporting Period:
- Ambassador Name:
- Ward/Area Covered:
- Date Submitted:
- Supervisor:

B. Executive Summary

Provide a brief overview of activities undertaken during the reporting period. Include:

- Areas visited
- Number of outreach sessions conducted
- Key achievements
- Significant challenges
- Overall observations

C. Outreach Activities

Date	Area/Hotspot	Time	Purpose of Visit	Number of Individuals Engaged

D. Individual Engagement Statistics

Record:

- Total individuals engaged
- New individuals identified
- Repeat engagements
- Women
- Men
- Youth (18–35)
- Older persons
- Persons with disabilities
- Families encountered



E. Individual Profiling

For every person engaged, collect where possible:

- Full Name
- Age
- Gender
- Place of Origin
- Length of Time Living on the Street
- Previous Accommodation
- Housing Waiting List Status
- South African ID Available (Yes/No)
- Family Contact Available
- Possibility of Family Reunification
- Income Source
 - Social Grant
 - Employment
 - Informal Income
 - No Income
- Health Concerns
- Substance Use (if disclosed)
- Immediate Needs
- Willingness for Reintegration
- Follow-up Required

F. Reintegration Support Provided

Document all support offered.

Examples include:

Type of Support	Number
Referral to Home Affairs	
Referral for ID Documentation	
Family Tracing	
Family Reunification	
Employment Referral	
Skills Development Referral	
Substance Abuse Referral	



G. Outcomes Achieved - Summarize measurable outcomes. Examples:

- Individuals reunited with family
- Individuals admitted to shelters
- IDs applied for
- Social grant applications initiated
- Employment opportunities accessed
- Skills programmes joined
- Individuals successfully exited street homelessness

H. Follow-up Cases

Name/Reference	Reason for Follow-up	Next Action	Responsible Person	Due Date
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I. Partnerships and Stakeholder Engagement - Record collaboration with:

- Municipal Departments
- NGOs
- SAPS
- Department of Social Development
- Department of Health
- Home Affairs
- Faith-based organisations
- Community leaders
- Businesses

Include:

- Nature of engagement
- Support received
- Referrals made

J. Challenges Experienced - Examples:

- Individuals refusing assistance
- Lack of shelter space
- Missing identification documents
- Mental health concerns
- Substance dependency
- Safety concerns
- Limited transport
- Weather conditions
- Resource constraints



K. Success Stories / Case Studies - Include 1–3 short case studies highlighting positive outcomes. Suggested format:

- Background
- Intervention
- Support provided
- Outcome
- Next steps

L. Trends and Observations. Comment on emerging patterns such as:

- New hotspots identified
- Movement of individuals between areas
- Increase/decrease in street homelessness
- Seasonal trends
- Common reasons for homelessness
- Service gaps
- Community concerns

M. Recommendations - Provide recommendations for improving reintegration efforts, for example:

- Increase shelter capacity.
- Expand employment and skills programmes.
- Strengthen partnerships with service providers.
- Improve access to identity documentation.
- Increase family reunification support.
- Conduct targeted outreach in identified hotspot areas.

N. Performance Indicators: Report against agreed targets.

Indicator	Target	Achieved
Hotspots		
Outreach sessions conducted		
Individuals engaged		
Repeat engagements		
Individual profiles completed		
Referrals made		
Family reunifications		



Shelter placements		
Employment referrals		
Successful reintegration cases		

O. Supporting Evidence - Attach where applicable:

- Attendance registers
- Referral forms
- Consent forms
- Photographs (where consent has been obtained)
- Case notes
- Maps of hotspots
- Partner meeting attendance
- Success stories

Reporting Frequency - Monthly: Consolidated report using the provided Framework, with individual engagements, statistics, summary of activities, referrals outcomes, trends, success stories, and recommendations.

The framework will support monitoring indicators such as total number of street engagements, repeat engagements, referrals, family reunification, hotspot mapping, and successful reintegration outcomes.

6. Pilot Evaluation, Feedback Report writing and Model Assessment

Test, monitor, and evaluate the effectiveness of the Reintegration Ambassador model as a municipal intervention. Provide feedback report consisting of lessons learned, performance data per ward and recommendations as per Final Report Framework below.

REINTEGRATION AMABASSADOR PILOT PROJECT EVALUATION AND FEEDBACK REPORT

Reintegration Ambassador Pilot Project - Model Assessment

Reporting Period: _____

Prepared By: _____

Date: _____



A. EXECUTIVE SUMMARY

1.1 Background

Provide a brief overview of the Reintegration Ambassador Pilot Project, including the purpose of appointing individuals with lived experience of homelessness to support engagement, profiling, referral, and reintegration efforts among persons living on the street.

1.2 Purpose of the Evaluation

- Test the effectiveness of the Reintegration Ambassador Model.
- Monitor implementation across identified wards and hotspots.
- Evaluate outcomes achieved during the pilot phase.
- Identify lessons learned and areas for improvement.
- Determine the feasibility of institutionalizing the model as a municipal intervention.

1.3 Key Findings: Summarize major achievements, challenges, and recommendations.

B. PILOT PROJECT OVERVIEW

2.1 Project Objectives - List the approved objectives, for example:

- Improve engagement with persons living on the street.
- Strengthen trust-building between homeless individuals and service providers.
- Increase referrals to support services.
- Support family reunification and reintegration.
- Improve municipal understanding of homelessness trends and needs.

2.2 Ambassador Role Description - Outline ambassador responsibilities:

- Conduct street-based outreach.
- Build relationships with individuals.
- Collect profiling information.
- Facilitate referrals.
- Support reintegration processes.
- Provide hotspot intelligence and trend monitoring.

C. EVALUATION METHODOLOGY

3.1 Data Collection Methods - Describe methods used and effectiveness thereof:

- Daily activity logs
- Outreach registers



- Referral tracking forms
- Individual profiling records
- Interviews with ambassadors
- Feedback from stakeholders
- Observation by municipal officials

3.2 Evaluation Criteria - Assess the model against:

Assessment Area	Indicator
Reach	Number of individuals engaged
Consistency	Frequency of engagements
Referrals	Number of referrals completed
Trust Building	Quality of relationships established
Data Collection	Accuracy and completeness of profiling
Cost Effectiveness	Value achieved versus resources invested

D. PERFORMANCE RESULTS

4.1 Overall Pilot Performance: Key Outputs

Indicator	Target	Achieved
Ambassadors Trained		
Wards Covered		
Hotspots Mapped		
Street Engagements		
Repeat Engagements		
Referrals Made		
Successful Referrals		
Family Reunifications		
Reintegration Cases		

4.2 Ward Performance Analysis

Ward	Hotspots Covered	Individuals Engaged	Repeat Engagements	Referral	Reintegration Outcomes
Ward 1					
Ward 2					
Ward 3					
Etc.					



Ward-Level Observations

For each ward include:

- Nature of homelessness observed.
- Common needs identified.
- Service gaps.
- Progress achieved.
- Emerging trends.

E. INDIVIDUAL PROFILING INSIGHTS

5.1 Demographic Overview - Provide analysis of:

- Age groups
- Gender distribution
- Place of origin (Including citizenship)
- Duration of homelessness
- Documentation status (ID, social grant recipient, passport and valid visa)
- Income sources
- Housing waiting list status

5.2 Key Causes of Homelessness Identified - Provide analysis of common contributing factors:

- Unemployment
- Family breakdown
- Substance dependency
- Mental health challenges
- Migration
- Housing instability
- Financial hardship

F. LESSONS LEARNED

6.1 What Worked Well - Examples:

- Ambassadors with lived experience established trust quicker.
- Improved access to difficult-to-reach individuals.
- Increased willingness to accept referrals.
- Better understanding of hotspot dynamics.



- Enhanced credibility of municipal interventions.

6.2 Challenges Experienced - Examples:

- Resistance from some individuals.
- Limited shelter availability.
- Substance abuse barriers.
- Documentation challenges.
- Inconsistent participation.
- Safety concerns during outreach.

6.3 Unexpected Outcomes - Document positive or negative outcomes not initially anticipated.

G. MODEL EFFECTIVENESS ASSESSMENT

7.1 Assessment Against Intended Outcomes

Outcome	Rating	Evidence
Improved Engagement	High / Medium / Low	
Increased Referrals	High / Medium / Low	
Improved Profiling	High / Medium / Low	
Reintegration Success	High / Medium / Low	
Stakeholder Collaboration	High / Medium / Low	

Overall Model Rating - Provide a narrative assessment regarding:

- Effectiveness
- Sustainability
- Replicability
- Cost-effectiveness
- Alignment with municipal objectives

H. STAKEHOLDER FEEDBACK

8.1 Ambassador Feedback - Summarize:

- Experiences in the field.
- Support required.
- Recommendations for future implementation.

8.2 Municipal Feedback - Summarize observations from municipal officials.

8.3 Service Provider Feedback - Summarize feedback from:



- Shelters
- NGOs
- Health Services
- Social Development
- SAPS
- Other partners including the public

I. RECOMMENDATIONS

9.1 Short-Term Recommendations

- Continue ambassador outreach in identified hotspot areas.
- Strengthen referral tracking systems.
- Improve data collection processes.
- Increase stakeholder coordination.

9.2 Medium-Term Recommendations

- Expand ambassador coverage to additional wards.
- Introduce structured mentorship and supervision.
- Develop ambassador training modules.
- Improve reintegration monitoring.

9.3 Long-Term Recommendations

- Institutionalize the Reintegration Ambassador Model within municipal operations.
- Establish annual funding mechanisms.
- Integrate the model into homelessness response strategies.
- Develop a municipal homelessness management framework supported by ambassadors.

J. CONCLUSION - Provide a final assessment addressing:

The Reintegration Ambassador Pilot demonstrated the value of employing individuals with lived experience of homelessness as trusted community connectors. The model contributed to improved engagement, profiling, referrals, and reintegration efforts. While operational challenges remain, the pilot provides evidence that the Reintegration Ambassador Model can serve as a viable and scalable municipal intervention to support homelessness response and social reintegration objectives.



ANNEXURES

Annexure A - Performance Dashboard

Annexure B - Ward Mapping Results

Annexure C - Profiling Statistics

Annexure D - Referral and Reintegration Case Studies

Annexure E - Stakeholder Feedback Summary

Annexure F - Photographic Evidence and Outreach Records

Annexure G - Ambassador Activity Logs and Attendance Registers

This framework aligns directly with the Assessment requirement to test, monitor, evaluate, and provide lessons learned, ward performance data, and recommendations regarding the effectiveness of the Reintegration Ambassador Model as a municipal intervention.

Required Capacity of Service Provider

Service providers must have the capacity to provide the following.

1. Institutional experience not less than 5 years in the field of reintegration services for persons living on the streets.
2. To select, recruit and train suitable and sufficient amount of ambassadors that can service 23 wards.
3. To do Street-level engagement, hotspot visits, relationship-building, basic screening, referral encouragement, community liaison.
4. To lead and report on community outreaches
5. Provide training, safety oversight, route planning, data capture, referrals, stakeholder coordination, reporting
6. Compose the structure and schedule, coordination including the organogram of project.
7. The project must cover all 23 wards, but not all wards will receive equal intensity.
8. Below list of Stellenbosch Municipality updated ward demarcation

Ward	Areas
1	Mooiwater, Franschhoek Town and Surrounding Farms
2	Langrug, La Motte, Dennegeur, Groendal



	3	Lanquedoc, Wemmershoek to La Motte Wine Farm and Leopards Leap Wine Farm
	4	Kylemore, Johannesdal, Pniël and Surrounding Farms
	5	Ida's Valley (Hillside Village, La Gratitude Park (Kreefgat), The Ridge, La Roche, Lindida, Bloekomlaan(Moses / Martin) Lindley)
	6	On the corner of Moffat Street to the end of Lelie Street, the Corner of Moffat Street to Rustenburg Road, Desch Street to Rustenburg Road, Moffat Street, Hahn Street, Weber Street, Tindell Street, Juffernbruch Street, Kahler Street, Luckhoff Street, Erasmussmith Street, Baker Street, Desch Street, Lelie Street, Protea Street to Erasmusmith Street, Botmanskop Way, Dahlia Street, Speler Street, Rustenburg road of the corner of Helshoogte Road to Lelie Street; Glenelly Estate in Lelie Street; Helderfontein in Helshoogte Road; Nietvoorbij on R44; Blue Jay / Timberlea Trust Farm on R44; Kloofbosch on R44; Babin Farm on R44; Morgenhoff Wine Estate on R44; Remhoogte on R44; Groenhof on R44; Muratie Wine Estate on R44; Delheim Wine Estate on R44; Kanonkop on R44; Uitkyk on R44; Warrick on R44; Lievland on R44
	7	Mostertsdrift, Karindal, Rozendal, Uniepark, Simonswyk and Universiteitsoord
	8	Stellenbosch University campus and university residence area; Coetzenburg, (partially:) Koloniesland
	9	Stellenbosch CBD, Part of the US campus (residential areas within both these areas), the Southern border is the Eerste River, the Northern border is Merriman Street, the Eastern border is Die Laan, and the Western border is Bird Street
	10	Tenantville, Lakay Street, Titus Street, Langsuid Street up to Lakay Street, Tennant Street, Lapan Street, Bell Street, Bird Street, La Colline (Dr Malan Street, Dan Pienaar Street, Paul Roos Street, Tobruk Park, Irene Park, La Colline Road, Conde Street, Taylor Street, Mount Albert Street), Kromrivier Road, Jan Celliers Street, Hammanshand, Ds Botha Street, Voorplein Street, Bird Street, Langenhoven Street, Du Toit Station, Ryneveld Street, Karee



11	Street, Olienhout Street, Banghoek Road, Academia, Bosman Street, Smuts Road, Joubert Street, De Beer Road, De Villiers Road from Ryneveld Street to Cluver Road on the left-hand side
	Boundaries of the ward are: Kridge Road, Herte Street, Skone Uitsig Road onto Alexander Street, onto Du Toit Street toward Merriman Avenue towards Adam Tas Road onto George Blake Street, Mark Street, Distillery Road, Santhagen Road, Swawel Avenue, Kanarie Road, Tarentaal Road, Bokmakierie Road, Fisant Road, Devon Valley Road, Kiewiet Road, Dagbreek Road, Pelikaan Street, Patrys Road, Hammerkop Road, Loerie Road, Muldersvlei Landgoed, and all areas in Onder Papegaaiberg and businesses
	Kayamandi: Zone A George Blake Street, Chris Hani Drive, 10th and 13th Street, School Crescent, Snake Valley, Enkanini, Watergang, Watergang TRA 2 and Watergang Informal Settlements
	Kayamandi: Zone A Masithandane Street, Zone J, Red Bricks, Zone K and L, Hostels, Dairy and University Hostels, Old Bricks Houses Red Roofs, Zwelitsha, Costaland
	Kayamandi: Zone P, I, F, D and O, Costaland, Marikana, Watergang TRA 1, Smarties (Mgabadel Street), Monde Crescent
	Kayamandi: Zone M, N, O, 4 th and 5 th Avenue, 10 th , 12 th and 14 th Street, Long Street, Retreat Street, Forest Drive
	The borders are Tenant Road, Long Street, Crombi Road to the end of Gabriels Road. Asalea Road, 2 nd Road, Noble Road, Bailey Road, Eike Street, Curry Street, Hoop Road, Pansy Road, West Road, Laai Road, Anthony Road, Carriem Road, Archilles Road, Bergstedt Road, Davidse Road, Cupido Road, Pearce Road, Robyn Road, Gonzalves Road, Hercules Road, Chippendale Road, Afrika Road, Arnolds Road, September Road, Jakaranda Street, Short Road, Quarry Road, Middle Road, Primrose Street, Pine (Bo en Onder), North End, Vredelust, Gemsbok, Daffodil Single, Steps, Sylvia Street, Eiland Street, Last Street (White City), Frikkadel Dorp, September Street
17	A part of Cloetesville (Lakay Road towards Langstraat –



		<p>Suid Road, Kloof Street, Fir Street, Fontein Road, Williams R towards Gabriels Road towards February Road, Valentyn Road, Pool Road, Raziet Road, Ortell Road, Rhode Road, King Road, Hine Road, Hendrikse Road, Rhode Road), as well as Welgevonden, Green Oaks, Stellita Park, Weltevrede, Welgevonden Estate (Red Oak Road, Belladonna Street, Wildeklawer Welgevonden Boulevard, Olive Road, Sonnedou Road, Mountain Silver Road, Silver Oak Road, Froetang Road, Katbos Road, Everlasting, Fynbos Street, Sourfig Street, Scarlet Crescent, Pin Oak Street, Evergreen, Autumn Close, Nenta, Cherrywood, Candelabra, Froetang, Candelabra, Kouter, Protea Street, Minaret, Gooseberry, Honeybush), Klein Welgevonden (La Belle Vie, Chablis) and the Municipal Flats in Rhode, Kloof and Long Streets, Bertha Wines and Weltevreden Estate, 15 Weltevreden Estate,) The borders of the ward are the R44 Klampmuts Road and Long Street.</p>
	18	<p>Klampmuts Town Centre, Bennitsville, Weltevrede Park, Klampmuts New Houses, Mandela City and La Rochelle Informal Settlement, Klampmuts Farms (The Purple Windmill, Arra Vineyards, Hidden Gems Wines, Gravel Junction Wine and Spirits Company, Wine Estate Le Bonheur, Anura Vinyard, Dalewood Farms, Blueberry Bar, Klampmuts Transfer Station, Trophy SA, DKL Transport Pty, Welgelee Estate)</p>
	19	<p>De Novo, Kromme Rhee, Vaaldraai, Muldersvlei, Koelenhof and surrounding Farms, Koelenhof Station, Slayley, Hunting, Koelenhof Farms, Poultery / Mariendahl, De Hoop, Nooitgedacht Village, Bottelary and Surrounding Farms, De Waalshof, Weltevrede 1, Weltevrede 2, Smartie Town.</p>
	20	<p>Vlottenberg, Raithby, Mooiberge, Lynedoch</p>
	21	<p>Brandwacht Aan Rivier, Paradyskloof, Stellenbosch Golf Course, Blaauwklippen / Stellenzicht Farms, De Zalze, Jamestown, Mountainview, Stellenbosch Airfield</p>
	22	<p>Die Boord, Dalsig, Brandwacht, Krigeville, Libertas Farm</p>
	23	<p>Dorp Street, Krige, Hamman Street, Schroder Road, Die Braak, Bird Street from Dorp Street, Dennesig area, Muller Road,</p>



Banghoek Road, Ryneveld Street, Plankenburg Industrial area and Kayamandi Corridor.

9. The initial baseline survey engagement must determine the intensity level and visit frequency level of intervention per ward.
10. Prospective service providers must execute the below activities within the stipulated time frames:

Months 1–2: Appoint and train community ambassadors, already in an existing similar team project of the service provider.

- Conduct intensive mapping of all 23 wards. Visit all wards at least one, identify and rank hotspots by number of people, level of vulnerability, community tension and service access. Capture baseline information for homeless individuals (where consent given). Set up visit schedule and support for rest of the pilot. Capture baseline in terms of level of intensity as described above.
- **Months 3–6:** weekly engagement at the largest hotspots, with lighter monthly coverage elsewhere, based on the baseline assessment and findings. Engagements must include referrals to shelters and rehabilitation services, assessment, substance-use support and support with formal documentation/applications. Where possible, support will be provided to assist people to take practical next steps, such as arranging a visit to a shelter, attending an assessment, joining a group session or accessing responsible-giving/voucher-linked services where available.
- **Throughout:** Community meetings and training in hotspot wards / areas with high concern and help public understand how to respond constructively when approached for help and ID potential volunteers / future local ambassadors. These training sessions will be jointly done with neighbouring wards. At least 1 training session must be done with students from the university.
- The service provider must monitor, supervise and take



	<p>responsibility of all administrative and practical tasks of ambassadors.</p> <ul style="list-style-type: none"> • The service provider will ensure ambassadors are provided with appropriate PPE, stationary, communication tools and will be responsible for the safety of ambassadors at all times. • Service provider is responsible for the transport, catering and safety of their ambassadors. A letter confirming same must be provided to the municipality at the start of the pilot.
Expected Outputs	<ol style="list-style-type: none"> 1. Trained Community Ambassadors with lived experience of homelessness deployed to undertake outreach and engagement activities. 2. Homelessness hotspots identified, mapped, and weekly monitored across all 23 municipal wards. 3. Consistent weekly outreach conducted at priority hotspot locations, 4. Min of 498 (83 per month) direct engagements with people living on the street to build trust and assess individual needs. 5. At least 48 (8 per month) individuals engaged through ongoing, repeated interactions to support readiness for change. 6. A minimum of 30 (5 per month) supported referrals to shelters, social services, healthcare, substance-use treatment, case management, and other reintegration opportunities. 7. Twelve (12) community awareness sessions (2 per month) or stakeholder engagements conducted to strengthen understanding of homelessness and promote constructive community responses including Give Responsibly. 8. A strengthened evidence base, including ward-level data, lessons learned, and recommendations to inform the development of a sustainable ward-based outreach model and support the reintegration pathway. 9. To submit monthly feedback report, using provided framework



<p>Transportation and Administration</p>	<p>It is the responsibility of the service provider to provide sufficient and reliable transport to the ambassadors to the designated areas within WC024.</p> <p>Service providers are responsible for their own property and the safekeeping / collection of any items they might use during the service delivery process. The municipality will not be held liable for any loss or damage to their property or safety of individuals. All cost must include related activities associated with administration, communication and remuneration of team.</p>
<p>Pricing</p>	<ol style="list-style-type: none"> 1. Pricing MUST be inclusive of 15% VAT (if registered) 2. Pricing MUST include transport and all other related costs. 3. Pricing MUST be firm for the duration of required time-frame of project. 4. Pricing must be market related. 5. Pricing must be valid for 180 days.
<p>Compulsory Documents</p>	<ol style="list-style-type: none"> 1. Proof of a minimum of 2 (two) contactable references to support their quotation. References must be for similar completed project/services within the past 5 years. The reference must contain the following: Client Name: The name of the organization or individual for whom the work was completed. Project Title/Description: A brief description of the project, including the scope of work and key deliverables. Project Value: The total value of the project or contract. Completion Date: The start and completion dates of the project. 2. Compliant NPO/NPC Registration status 3. CV's of ambassadors indicating years of experience. 4. Founding documents confirming years of experience in field of homelessness. 5. Organogram confirming human resource capacity to deliver on the expected outcomes under "Capacity of Service Provider" 6. Implementation proposal inclusive of budget linked to pricing schedule expenditure lines.



The following must be completed in full by institutions where previous similar services/goods have been delivered.

Submit completed forms along with your bid.

Name of Company providing reference		
Name and Surname of person who completed reference		
Capacity of person who completed reference		
Contact Telephone Number		
Contact Email Address		
Reference Supplied for	Name of Service Provider/Bidder	
Contract description and value if service was provided in terms of a tender.		
<p>The above-mentioned Service Provider is known to me and has rendered HOMELESS PERSONS REINTEGRATION to the value of R280 000. Please specify which of the goods/services mentioned above were delivered:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
Signed		STAMP
Date		

NONE COMPLIANCE TO SPECIFICATIONS WILL INVALIDATE YOUR OFFER

Note: It should be noted that the service will commence in 2026/2027 financial year.



Does your offer comply with these specifications? - Indicate YES or NO

1.1 Bidder's declaration

I, _____ (bidder's name) representative of _____ (company name) hereby confirm reading and understanding above mentioned requirements of this tender and is in full agreement with these terms and conditions.

Signature: _____

Date: _____

RIGHTS OF THE MUNICIPALITY

The Municipality reserves the right to accept any quote or part thereof and may adjust the extent of the job.

The approved bidder must sign an indemnity form to accept the responsibility for any damages, loss of life, injuries or loss caused by his/their action to any municipal property, equipment or accessories. All insurances to cover the above mentioned, are for the contractors account. Successful contractors will indemnify the municipality against any claim that may arise from their operations.

Disclaimer: I hereby exempt Stellenbosch Municipality against any claim(s) for damages that may arise in the execution of thus formal quotation/tender/quotations in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

Signed:

Date:

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature

.....

Capacity

.....

Date

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.



PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of bidder:	Quotation number:
Closing Time:	Closing Date:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

NOTE:
<ol style="list-style-type: none">1. Only firm prices will be accepted. Non-firm prices will not be considered.2. All delivery costs MUST be included in the bid price, for delivery at the prescribed destination.3. Document MUST be completed in non-erasable black ink.4. NO correction fluid/tape may be used.<ol style="list-style-type: none">a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.5. The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.<ol style="list-style-type: none">a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

NOTE:
<ol style="list-style-type: none">6. Only firm prices will be accepted. Non-firm prices will not be considered.7. Document MUST be completed in non-erasable black ink.8. NO correction fluid/tape may be used.<ol style="list-style-type: none">a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.9. The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.

Please note the following:

1. Stellenbosch Municipality reserves the right to adjust the scope of work/ quantity required to stay within its budget.
2. The quoted price must be indicated in the table below.
3. All prices must be inclusive of VAT (if applicable). Please use the space provided for VAT even if the VAT amount is zero



	Item	Description	Quantity / Duration	Unit Cost	Total
1	Reintegration Ambassador Stipends	Monthly stipends for Reintegration Ambassadors	6 months		
2	Training and Capacity Building	Initial induction, life skills, communication, referral pathways, safeguarding, report writing	Once-off		
3	Project Coordination & Supervision	Coordination, mentoring, stakeholder liaison, quality assurance, reporting	6 months		
4	Transport Cost	Local travel to outreach sites, meetings and referrals	6 months		
5	Communication & Data	Airtime, mobile data and communication expenses	6 months		
6	Personal Protective Equipment & Identification	Branded shirts, reflective vests, ID cards, PPE	Once-off		
7	Monitoring & Evaluation	Data collection tools, beneficiary profiling, project evaluation and final report	6 months		
8	Operational & Administration Costs	Printing, stationery, meeting refreshments, administration	6 months		
	Subtotal				
	VAT at 15%				
	TOTAL				

NB: Stellenbosch Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget, R300 000 threshold applicable.

Note: All cost must be included in price, and prices must be firm for the duration of the project within the above-mentioned threshold.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



- Does offer comply with specification? YES/NO
- If not to specification, indicate deviation(s)
-
- Is price firm for duration of contract YES/NO
-
- Period required for service delivery

VALUE ADDED TAX

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R5 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 08 January 2016.

The VAT registration number of the Stellenbosch Municipality is **4700102181**