_INVITATION TO BID
KAI !GARIB MUNICIPALITY
RFQ: 003/2026

Request for Quotations (RFQ) for Assessment Report of Unauthorized, Irregular, Fruitless, and Wasteful Expenditure.

The Kai ! Garib Municipality invites prospective bidders to bid for the Assessment of UIF&W

The following are the:

Assessment of UIF&W

Bid Closing Date

15H00 on Friday, 19 December 2025

Keimoes Municipal Office

Bidders shall take note of the following bid conditions:

- The Kai ! Garib Municipality Preferential Procurement Policy; Preferential Procurement Policy Framework Act 2000(PPPFA), Preferential Procurement Regulation 2022, Kai !Garib Municipality SCM Policy and Municipal Finance Management Act will apply.
- The Kai ! Garib Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to take the whole or part of the bid;
- Bids that are late, incomplete, or unsigned will not be accepted.
- Electronic bids will be accepted, but the municipality will require the original documents if the bid succeeds.
- The bid's validity period must be at least 30 calendar days.
- All bidders must be registered on the National Treasury Central Supplier Database (CSD).
- Evaluation Criteria will be in two stages: Functionality (70%) and Price 80/20
- 80/20 Preferential Procurement System Will Apply.
- 80 Points allocated for price and 20 for specific goals.
-

Points Allocation to specific goals	
Specific Goals	**Points**
Localtality Kai !Garib Municipal Area	20
ZFM Region	15
Northern Cape Province	10
Outside NC within RSA	5

- Municipal accounts will be used to allocate points for specific goals.
- No points will be allocated for specific goals if the municipal accounts are not submitted
- Bids from people in the service of the state are not considered.

Tenders in a marked, sealed envelope endorsed "**RFQ: 003/2026 Assessment Report, of UIF&W** " can be emailed to invoices.kaigarib@gmail.com and matthewsg@kaigarib.gov.za or deposited in the Tender Box at the offices of the Kai! Garib Municipality, **09 Main Road, Keimoes, 8860, no later than 15:00** on **19 December 2025;** immediately thereafter, the bids will be publicly opened.

SPECIFICATION

THE SUPPLY AND DELIVERY OF ASSESSMENT REPORT OF UIF&W

The following are the specifications and scope on the last pages:

Product	Quantity	Price Per Unit	Total Price	Tick to Bid that the Product will be delivered	Signature

Please Attached Company Price Quotation

Note:

All Prices must include delivery to Kai !Garib Municipality(SCM-Office(Old Oranjezicht Hostel) in Keimoes

The Assessment must be delivered within 30 days after the award of the bid

The bid will be awarded to One Supplier for the Supply and delivery service to Kai !Garib Municipality

Incomplete quotations will disqualify a bidder

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED

TO: KAI !GARIB MUNICIPALITY: Department: ____Budget and Treasury Office

Contact Person: Mr Gavin Matthews
Tel: (054) 461 6728 or (079) 590 2093

Email: matthewsg@kaigarib.gov.za or invoices.kaigarib@gmail.com

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO

Contact Person: Anthanique Beukes (CFO)

Email;: **anthanique.koetzee@gmail.com**

MBD 4

KAI !GARIB MUNISIPALITEIT-MUNICIPALITY

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

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, hareholder[2]) ………………………. ……………..

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.

….…………………………………………………………………………….………………………

………

[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) 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.

MBD 4

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 director's trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

………

………

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

3.14.1 If yes, furnish particulars:

………

………

MBD 4

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

Full Name	Identity Number	State Employee Number

…………………………………..
Signature

……………………………………..
Date

………………………………….
Capacity

………………………………………
Name of Bidder

KAI !GARIB
MUNISIPALITEIT-MUNICIPALITY

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 of Restricted Suppliers as companies or persons 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 Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). **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.**	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)? **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.**	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
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 ☐
4.7.1	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 bids[1] 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:

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[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.

NOTICE

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

____

in response to the invitation for the bid made by:

KAI !GARIB 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)

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 consortium[3] will not be construed as collusive bidding.

[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.

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.

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

<u>**KAI !GARIB   MUNICIPALITY**</u>

Annexures

Attach all annexures and documents to this page

1. Tax Compliance Status Pin
2. CSD Registration Report
3. Latest Municipal account
4. Completed and signed MBD Forms must be attached

SPECIFICATION

Request for Quotations (RFQ) for Assessment of Unauthorized, Irregular, Fruitless, and Wasteful Expenditure.

1. Introduction

Kai ! Garip Local Municipality invites suitably qualified service providers with a proven record and experience in the investigation of Unauthorised Irregular and Fruitless and Wasteful expenditure (UIFW) and or compilation or review of related registers to provide technical support to the Municipality and MPAC in conducting an investigation of UIFW. The objective of the project is as follows:

- Ensure compliance with the requirements of section 32 of the MFMA and other applicable legislation.
- To assist the municipality to make recoveries where necessary and or otherwise write off the expenditure as irrecoverable.
- Identify root causes of UIFW and come up with UIFW reduction strategies.

Key Deliverables of the project are as follows:

1. UIFW Assessment Report

2. Evaluation System

This request for quotation will be evaluated in two stages.

Stage 1: Functionality criteria will be used to allocate points to bidders as listed below. Bidders must obtain a minimum score of 70% to proceed to stage 2.

Stage 2: Price and Specific goals. For this RFQ, the 80:20 preference point system will be applied.

2.1. Functionality Criteria

Criteria	Allocated Points
Track Record The bidder must supply written reference letters demonstrating a record of work done for municipalities in UIFW assessments, MPAC technical support, compilation, and or review of UIFW registers. 5 points will be allocated for each reference letter provided.	**15**
Key Personnel Bidders must attach CVs and qualifications of personnel who will be involved in the project. Points will be allocated for the experience and qualifications of key personnel as follows: a. Project Leader - Chartered Accountant with more than 10 years' experience = 10 Marks	**25**

b. 3 Consultants with a BCom Accounting degree and 5 years' experience = 15 points (5 points per consultant**)**	
Methodology and Project Plan The bidder should prepare a methodology document and project plan for the execution of the project, in line with the scope and terms of reference of the project.	**10**
Total	**50**

3. Terms of Reference

In order to achieve completeness of the treatment of UIFW, the municipality seeks the services of a bidder that will do an independent assessment on the procedures followed in the appointment of suppliers, determine if value for money was achieved, and whether any financial loss occurred.

With regards to fruitless and wasteful expenditure, the investigation will assist in identifying if due care was exercised and if the incurring of the expenditure could have been avoided or prevented, and if anyone is liable for the loss.

In the case of unauthorised expenditure, the purpose of the assessment is to determine the extent of the violation, identify the root cause, and assess whether the expenditure should be regularized, written off, or if disciplinary action is required.

3.1. Scope of Work

3.1.1. Irregular Expenditure

1. Review the Irregular expenditure registers for accuracy and summarize it according to the nature of contravention.
2. Through enquiries and review of available supporting documents, confirm the existence and nature of the irregularity.
3. Confirm the root cause of the irregularity and make recommendations to prevent occurrences of the irregular expenditure.
4. Perform a high-level assessment of contraventions and make recommendations on how to deal with them in terms of section 32 of MFMA.

3.1.2. Fruitless and wasteful expenditure

1. Review the Fruitless and wasteful expenditure register for accuracy and summarize it according to the nature of contravention.
2. Through enquiries and review of available supporting documents, confirm the existence and nature of the fruitless and wasteful
3. Confirm the root cause of the fruitless and wasteful expenditure and make recommendations to prevent the occurrence of the fruitless and wasteful spending.

4. Perform a high-level assessment of contraventions and make recommendations on how to deal with them in terms of section 32 of MFMA.

3.1.3. Unauthorised expenditure

1. Review the unauthorised expenditure register for accuracy and summarize it according to the nature of contravention.
2. Through enquiries and review of available supporting documents, confirm the existence and nature of the unauthorised.
3. Confirm the root cause of the unauthorised and make recommendations to prevent occurrence of the unauthorised expenditure.
4. Perform a high-level assessment of contraventions and make recommendations on how to deal with them in terms of section 32 of MFMA.