

WEST RAND DISTRICT MUNICIPALITY



SUPPLY CHAIN MANAGEMENT POLICY FOR INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT

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1. SCOPE

This policy establishes the West Rand District Municipality's policy for infrastructure delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity but excludes:

- a) the storage of goods and equipment following their delivery to West Rand District Municipality which are stored and issued to contractors or to employees;
- b) the disposal or letting of land;
- c) the conclusion of any form of land availability agreement;
- d) the leasing or rental of moveable assets; and
- e) Public Private Partnerships.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

2.1 TERMS AND DEFINITIONS

For the purposes of this document, the definitions and terms given in the standard and the following apply:

| TERM | DEFINITION |
|-----------------------|---|
| Agent | Person or organization that is not an employee of West Rand District Municipality that acts on West Rand District Municipality's behalf in the application of this document |
| Authorised person | The accounting officer, the accounting authority or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order |
| Conflict of interest: | Any situation in which: <ol style="list-style-type: none">a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his <u>duties impartially</u>,b) an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, orc) incompatibility or contradictory interests exist between an employee and the organization which employs that employee |
| Contract manager | Person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view |
| Family member | A person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption |
| Framework agreement | An agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged |
| Gate | A control point at the end of a process where a decision is required before proceeding to the next process or activity |

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

2.2 TERMS AND DEFINITIONS

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

| TERM | DEFINITION |
|-------------|---|
| CIDB | Construction Industry Development Board |
| SARS | South African Revenue Services |

3. GENERAL REQUIREMENTS

- 3.1 Infrastructure procurement and delivery management shall be undertaken in accordance with the all applicable legislation and the relevant requirements of the latest edition if the National Treasury Standard for Infrastructure Procurement and Delivery Management.
- 3.2 No departures shall be made from the provisions of the National Treasury Standard for Infrastructure Procurement and Delivery Management without the approval of the National Treasury
- 3.3 No departure shall be made from the provisions of this policy without the approval of the Council
- 3.4 Pre-feasibility and feasibility reports are required on
- 3.5 Stage 3 to 7 are required for

4. CONTROL FRAMEWORK FOR INFRASTRUCTURE DELIVERY MANAGEMENT ⁽⁶⁾

4.1 ASSIGNMENT OF RESPONSIBILITIES FOR APPROVING OR ACCEPTING END OF STAGE DELIVERABLES

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

4.2 ADDITIONAL GATES

There are no additional requirements that will apply

4.3 ADDITIONAL REQUIREMENTS

There are no additional requirements that will apply

4.4 GATEWAY REVIEWS

4.4.1 Gateway reviews for major capital projects above a threshold

4.4.1.1 Accounting Officer shall appoint a gateway review team in accordance with the provisions of clause 4.1.13.1.2 of the standard to undertake gateway reviews for major capital projects.

4.4.1.2 The requirements for a gateway review in addition to those contained in section 4.1.13 of the standard are as follows

4.4.2 Elective Gateway Reviews

Gateway reviews shall be undertaken

TABLE 1: RESPONSIBILITIES FOR APPROVING OR ACCEPTING END OF STAGE DELIVERABLES IN THE CONTROL FRAMEWORK FOR THE MANAGEMENT OF INFRASTRUCTURE DELIVERY

| Stage | | Person assigned the responsibility for approving or accepting end of stage deliverables |
|-------|--------------------------|---|
| No | Name | |
| 0 | Project initiation | Executive Manager Technical Services accepts the initiation report |
| 1 | Infrastructure planning | Executive Manager Technical Services approves the infrastructure plan |
| 2 | Strategic resourcing | Executive Manager Technical Services approves the delivery and / or procurement strategy |
| 3 | Pre-feasibility | Executive Manager Technical Services accepts the pre-feasibility report |
| | Preparation and briefing | Executive Manager Technical Services accepts the strategic brief |
| 4 | Feasibility | Executive Manager Technical Services accepts the feasibility report |
| | Concept and viability | Executive Manager Technical Services accepts the concept report |
| 5 | Design development | Executive Manager Technical Services accepts the design development report |
| 6 | Design documentation | 6A Production information Executive Manager Technical Services accepts the parts of the production information which are identified when the design development report is accepted as requiring acceptance |
| | | 6B Manufacture, fabrication and construction information The contract manager accepts the manufacture, fabrication and construction information |
| 7 | Works | The contract manager certifies completion of the works or the delivery of goods and associated services |
| 8 | Handover | The owner or end user accepts liability for the works |
| 9 | Package completion | The contract manager or supervising agent certifies the defects certificate in accordance with the provisions of the contract The contract manager certifies final completion in accordance with the provisions of the contract <i>[Designated person]</i> accepts the close out report |

5. CONTROL FRAMEWORK FOR INFRASTRUCTURE PROCUREMENT

- 5.1 The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.
- 5.2 The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:
- a) Accounting Officer or Delegate shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;
 - b) The authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.
- 5.3 The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

6. INFRASTRUCTURE DELIVERY MANAGEMENT REQUIREMENTS

6.1 INSTITUTIONAL ARRANGEMENTS

6.1.1 *Committee System For Procurement*

6.1.1.1 General

- 6.1.1.1.1 A committee system comprising the documentation committee, evaluation committee and tender committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.
- 6.1.1.1.2 The evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.
- 6.1.1.1.3 The persons appoint in writing as technical advisors and subject matter experts may attend any committee meeting. Such advisers and experts shall not participate in the decisions making proceedings of such meetings.
- 6.1.1.1.4 No person who is a political officer bearer, a public office bearer, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a procurement documentation, evaluation or tender committee.
- 6.1.1.1.5 Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.
- 6.1.1.1.6 Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to

committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting

TABLE 2: PROCUREMENT ACTIVITIES AND GATES ASSOCIATED WITH THE FORMATION AND CONCLUSION OF CONTRACTS ABOVE THE QUOTATION THRESHOLD

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

| Activity | | Sub-Activity (see Table 3 of the standard) | | Key action | Person assigned responsibility to perform key action |
|----------|---|--|--|---|--|
| 6 | Administer contracts and confirm compliance with requirements | 6.4 PG8A | Obtain approval to waive penalties or low performance damages. | Approve waiver of penalties or low performance damages | Accounting Officer |
| | | 6.5 PG8B | Obtain approval to notify and refer a dispute to an adjudicator | Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law | Accounting Officer |
| | | 6.6 PG8C | Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage | Approve amount of time and cost overruns up to the threshold | Accounting Officer |
| | | 6.7 PG8D | Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively | Approve amount of time and cost overruns above a the threshold | Accounting Officer |
| | | 6.8 PG8E | Obtain approval to cancel or terminate a contract | Approve amount | Accounting Officer |
| | | 6.9 PG8F | Obtain approval to amend a contract | Approve proposed amendment to contract | Accounting Officer |

* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

TABLE 3: PROCUREMENT ACTIVITIES AND GATES ASSOCIATED WITH THE ISSUING OF AN ORDER ABOVE THE QUOTATION THRESHOLD IN TERMS OF A FRAMEWORK AGREEMENT

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

6.1.1.2 PROCUREMENT DOCUMENTATION COMMITTEE

- 6.1.1.2.1 The Accounting Officer shall appoint in writing on a procurement by procurement basis
- a) the persons to review the procurement documents and to develop a procurement documentation review report in accordance with clause 4.2.2.1 of the standard; and
 - b) the members of the procurement documentation committee.
- 6.1.1.2.2 The procurement documentation committee shall comprise one or more persons. The chairperson shall be an employee of West Rand District Municipality with requisite skills. Other members shall, where relevant, include a representative of the end user or the institution requiring infrastructure delivery.
- 6.1.1.2.3 No member of, or technical adviser or subject matter expert who participates in the work of the any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees

6.1.1.3 EVALUATION COMMITTEE

- 6.1.1.3.1 The Accounting Officer shall appoint on a procurement by procurement basis in writing:
- a) the persons to prepare the evaluation and, where applicable, the quality evaluations, in accordance with clauses 4.2.3.2 and 4.2.3.4 of the standard, respectively; and
 - b) the members of the evaluation committee.
- 6.1.1.3.2 The evaluation committee shall comprise not less than three people. The chairperson shall be an employee of West Rand District Municipality with requisite skills. Other members shall, where relevant, include a representative of the end user or the institution requiring infrastructure delivery.
- 6.1.1.3.3 The evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:
- a) the capability and capacity of a tenderer to perform the contract;
 - b) the tenderer's tax compliance status;
 - c) the Compulsory Declaration has been completed; and
 - d) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.
- 6.1.1.3.4 No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the procurement documentation committee or a family member or associate of such a member, may be considered by the evaluation committee.
- 6.1.1.3.5 The chairperson of the evaluation committee shall promptly notify the Accounting Officer of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

6.1.1.4 TENDER COMMITTEE (BID ADJUDICATION COMMITTEE)

- 6.1.1.4.1 The Bid Adjudication Committee shall comprise the following persons or their mandated delegate:
- a) At least four top or senior management (including the CFO) officials of the municipality
 - b) The Chief Financial Officer of the municipality who shall be the chairperson shall be the chairperson or if the Chief Financial Officer is not available, another senior management official of the municipality designated by the Accounting Officer.
 - c) Senior Supply Chain Practitioner/ Supply Chain Management
 - d) When necessary, a technical expert in the relevant field, who is an official.
- 6.1.1.4.2 No member of the Bid evaluation committee may serve on the Bid Adjudication Committee. A member of an evaluation committee may, however, participate in the deliberations of a tender committee as a technical advisor or a subject matter expert.
- 6.1.1.4.3 The tender committee shall:
- a) consider the report and recommendations of the evaluation committee and:
 - 1) verify that the procurement process which was followed complies with the provisions of this document;
 - 2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;
 - 3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and
 - 4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and
 - b) refer the report back to the evaluation committee for their reconsideration or make a recommendation to the authorised person on the award of a tender, with or without conditions, together with reasons for such recommendation
- 6.1.1.4.4 The tender committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the authorised person on the course of action which should be taken.
- 6.1.1.4.5 The tender committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.
- 6.1.1.4.6 The tender committee shall report to the Accounting Officer any recommendation made to award a contract to a tenderer other than the tenderer recommended by the evaluation committee, giving reasons for making such a recommendation.
- 6.1.1.4.7 The tender committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:
- a) made a misrepresentation or submitted false documents in competing for the contract or order; or
 - b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.

6.1.1.4.8 The tender committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The Gauteng Provincial Treasury be informed where such tenderers are disregarded

6.1.2 *Actions of an authorised person relating to the award of a contract or an order*

6.1.2.1 Award of a contract

The authorised person shall, if the value of the contract inclusive of VAT, is within his or her delegation, consider the report(s) and recommendations of the tender committee, or in the case of the awards for contracts below the quotation threshold, the recommendation of the Bid Adjudication Committee, and either:

- a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or
- b) decide not to proceed or to start afresh with the process.

6.1.2.2 Issuing of an order

The authorised person shall, if the value of an order issued in terms of a framework contract, is within his or her delegation, consider the recommendation of the evaluation committee or the Bid Adjudication Committee as relevant, and either:

- a) authorise the issuing of an order in accordance with the provisions of clause 4.25 of the standard; or
- b) decide not to proceed or to start afresh with the process.

6.1.3 *Conduct of those engaged in infrastructure delivery*

6.1.3.1 General requirements

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

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

6.1.3.1.2 All personnel and agents engaged in West Rand District Municipality 's infrastructure delivery management system shall:

- a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;
- b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;
- c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;
- d) furnish information in the course of their duties that is complete, true and fair

and not intended to mislead;

- e) ensure that resources are administered responsibly;
- f) be fair and impartial in the performance of their functions;
- g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;
- h) not abuse the power vested in them;
- i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;
- j) assist West Rand District Municipality in combating corruption and fraud within the infrastructure procurement and delivery management system;
- k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;
- l) not make false or misleading entries in reports or accounting systems; and
- m) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

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

6.1.3.2 Conflicts of interest

6.1.3.2.1 The employees and agents of West Rand District Municipality are connected in any way to procurement and delivery management activities which are subject to this policy, shall:

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

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

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

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

- 6.1.3.3 Evaluation of submissions received from respondents and tenderers
- 6.1.3.3.1 The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:
- a) not have any conflict between their duties as an employee or an agent and their private interest;
 - b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;
 - c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and
 - d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to West Rand District Municipality.
- 6.1.3.3.2 The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of West Rand District Municipality and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.
- 6.1.3.3.3 West Rand District Municipality personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.
- 6.1.3.4 ***Non-disclosure agreements***
Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect West Rand District Municipality's confidential information and interests.
- 6.1.3.5 ***Gratifications, hospitality and gifts***
- 6.1.3.5.1 The employees and agents of West Rand District Municipality shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.
- 6.1.3.5.2 The employees and agents of West Rand District Municipality as well as their family members or associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:
- a) money, loans, equity, personal favours, benefits or services;
 - b) overseas trips; or
 - c) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.
- 6.1.3.5.3 The employees and agents of West Rand District Municipality shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.

- 6.1.3.5.4 All employees and agents of West Rand District Municipality may for the purpose of fostering inter-personal business relations accept the following:
- a) meals and entertainment, but excluding the cost of transport and accommodation;
 - b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc.;
 - c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;
 - d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and
 - e) gifts in kind other than those listed in a) to d) which have an intrinsic value not more than R750 unless they have declared them to the Accounting Officer.
- 6.1.3.5.5 Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.
- 6.1.3.5.6 Employees and agents of West Rand District Municipality shall without delay report to the Accounting Officer any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.
- 6.1.3.6 *Reporting of breaches*
Employees and agents of West Rand District Municipality shall promptly report to the Accounting Officer any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.
- 6.1.4 ***Measures to prevent abuse of the infrastructure delivery system***
The Accounting Officer shall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:
- a) take steps against an employee or role player and inform the Gauteng Provincial Treasury of those steps;
 - b) report to the South African Police Service any conduct that may constitute a criminal offence;
 - c) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;
 - d) cancel a contract if:
 - 1) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or
 - 2) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

6.1.5 *Involvement of employees of departments in tenders*

Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is an employee of a national or provincial department and does not have the written permission of the executive of that department as required in terms of Section 30(1) of the Public Service Act of 1994 shall be rejected.

6.1.6 *Collusive tendering*

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

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

6.1.7 *Placing of contractors under restrictions*

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

- a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;
- b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;
- c) had their contract terminated for reasons within their control without reasonable cause;
- d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;
- e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards West Rand District Municipality or
- f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of West Rand District Municipality that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, a Chief Financial Officer shall prepare a report on the matter and make a recommendation to the Accounting Officer for placing the contractor or any of its principals under restrictions from doing business with the West Rand District Municipality

6.1.7.2 The Accounting Officer may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to West Rand District Municipality for a period of time.

- 6.1.7.3 The Supply Chain Management Office shall:
- a) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of West Rand District Municipality who are engaged in procurement processes; and notify the Gauteng Provincial Treasury and, if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

6.1.8 Complaints

- 6.1.8.1 All complaints regarding the West Rand District Municipality's infrastructure delivery management system shall be addressed to the Accounting Officer, Such complaints shall be in writing.
- 6.1.8.2 The Chief financial officer shall investigate all complaints regarding the infrastructure procurement and delivery management system and report on actions taken to the Accounting Officer who will decide on what action to take.

6.2 ACQUISITION MANAGEMENT

6.2.1 Unsolicited proposal

- 6.2.1.1 The West Rand District Municipality is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:
- a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;
 - b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;
 - c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for West Rand District Municipality
 - d) the offer is in writing and clearly sets out the proposed cost;
 - e) the person who made the offer is the sole provider of the goods or service; and
 - f) the Accounting Officer finds the reasons for not going through a normal tender processes to be sound.
- 6.2.1.2 The Accounting Officer may only accept an unsolicited offer and enter into a contract after considering the recommendations of the tender committee if:
- a) the offer relates to known institutional requirements that cannot, within reasonable and practical limits, be acquired through a competitive or competitive negotiation procedure as provided for in SANS 10845-1;
 - b) the goods, service or any combination thereof is used for or relates to a matter that falls within the West Rand District Municipality mandate or functions; and
 - c) the person who made the offer satisfies all other requirements which are conditional upon the award of a contract.

6.2.2 Tax compliance

- 6.2.2.1 No contract may be awarded or order issued unless a tenderer or contractor is in possession of an original valid Tax Clearance Certificate (pin) issued by SARS provided that the tenderer is not domiciled in the Republic of South Africa and the SARS has confirmed that such a tenderer is not required to prove their tax compliance status.
- 6.2.2.2 In the case of a partnership, each partner shall comply with the requirements of 6.2.2.1.

6.2.2.3 No payment shall be made to a contractor who does not satisfy the requirements of 6.2.2.2. An employee of West Rand District Municipality shall upon detecting that a tenderer or contractor is not tax compliant, immediately notify such person of such status.

6.2.2.4 Notwithstanding the requirements of 6.2.2.1 and 6.2.2.3 the following shall apply, unless a person who is not tax compliant indicates to Chief Financial Officer that it intends challenging its tax compliance status with SARS,

- a) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;
- b) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;
- c) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;
- d) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;
- e) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

6.2.2.5 The West Rand District Municipality may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6.2.2.4e).

6.2.3 **Declarations of interest**

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

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

6.2.4 **Invitations to submit expressions of interest or tender offers**

6.2.4.1 All invitations to submit tenders where the estimated value of the contract exceeds R200 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the West Rand District Municipality's website and on the National Treasury eTender Publication Portal. Advertisements shall be placed by Supply Chain Management Unit

6.2.4.2 Advertisements relating to construction works which are subject to the Construction

Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.4.1 be advertised on the CIDB website. Advertisements shall be placed by Supply Chain Management Unit

6.2.4.3 Where deemed appropriate by Accounting Officer an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers as directed by such person. Advertisements shall be placed by Supply Chain Management Unit

6.2.4.4 Invitations to submit tenders above the threshold for quotations and calls for expressions of interest shall in addition to the requirements of 6.2.4.1 to 6.2.4.3 also be published in the Website and official Notice board of the municipality. Such advertisements shall be advertised for a period of at least 14 days and 30 days for tenders above R10m before closure, except in urgent cases when the advertisement period may be shortened as determined by the Accounting Officer.

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

6.2.5 **Publication of submissions received and the award of contracts**

6.2.5.1 The Supply Chain Management Unit shall publish within 10 working days of the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200 000 including VAT on the institution's website, the names of all tenderers that made submissions to that advertisement, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 30 days.

6.2.5.2 The Supply Chain Management Unit shall publish within 7 working days of the award of a contract the following on the West Rand District Municipality's website

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

6.2.5.3 Supply Chain Management Unit shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury e-Tender Publication Portal regarding the successful and unsuccessful tenders. Submissions shall be made by Supply Chain Management Unit

6.2.5.4 The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.5.3 be notified on the CIDB website. The notification shall be made by placed by Supply Chain Management Unit

6.2.6 Disposal committee

6.2.6.1 The Accounting Officer shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals in accordance with the provisions of clause 10 of the standard.

6.2.6.2 The disposal panel shall comprise not less than three people. The chairperson shall be an employee of West Rand District Municipality

6.2.6.3 The disposal committee shall make recommendations to the Accounting officer who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, and decide not to proceed or to start afresh with the process.

6.3 REPORTING OF INFRASTRUCTURE DELIVERY MANAGEMENT INFORMATION

Accounting shall submit any reports required in terms of the standard to the Gauteng Provincial Treasury.

7. INFRASTRUCTURE PROCUREMENT

7.1 PROCUREMENT DOCUMENTS

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

| Form of contract | Code | Usage |
|------------------|------|-------|
| | | |

7.1.2 The West Rand District Municipality's preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by Accounting Officer prior to being issued for tender purposes.

7.1.3 The municipal account declaration MBD and returnable documents contained in the standard shall be included in all tenders for :

- a) Consultancy Services and Goods and services
- b) or any combination thereof where the total price is expected to exceed R10m including VAT

7.2 DEVELOPMENTAL PROCUREMENT POLICY

The following specific goals shall be proposed:
Sub-contracting to Local SMME's

7.3 **DEVELOPMENTAL PROCUREMENT POLICY**

The following specific goals shall be proposed:
Sub-contracting to Local SMME's

7.4 **PAYMENT OF CONTRACTORS**

The West Rand District Municipality shall settle all accounts within 30 days of invoice or statement in accordance with the terms of the contract.

7.5 **APPROVAL TO UTILISE SPECIFIC PROCUREMENT PROCEDURES**

The West Rand District Municipality shall settle all accounts within 30 days of invoice or statement in accordance with the terms of the contract.

7.5.1 Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:

- a) Accounting Officer shall authorise the use of the negotiated procedure above the thresholds provided in the standard.
- b) The Accounting Officer shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and
- c) the proposal procedure using the two-envelope system, the proposal procedure using the two- stage system or the competitive negotiations procedure

7.5.2 The person authorised to pursue a negotiated procedure in an emergency is The Accounting Officer

7.6 **RECEIPT AND SAFEGUARDING OF SUBMISSIONS**

7.6.1 A dedicated and clearly marked tender box shall be made available to receive all submissions made.³⁸

7.6.2 The tender box shall be fitted with two locks and the keys kept separately by two designated personnel, such personnel shall be present when the box is opened on the stipulated closing date for submissions.

7.7 **OPENING OF SUBMISSIONS**

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

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

- a) sort through the submissions and return those submissions to the box that are not yet due to be opened including those whose closing date has been extended;
- b) return submissions unopened and suitably annotated where:
 - 1) submissions are received late, unless otherwise permitted in terms of the submission data;
 - 2) submissions were submitted by a method other than the stated method,
 - 3) submissions were withdrawn in accordance with the procedures

- 4) contained in SANS 10845-3; and
- only one tender submission is received and it is decided not to open it and to call for fresh tender submissions;
- c) record in the register submissions that were returned unopened;
- d) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;
- e) record in the register the name of any submissions that is returned with the reasons for doing so;
- f) record the names of the tenderer's representatives that attend the public opening;
- g) sign the entries into the register; and
- h) stamp each returnable document in each tender submission.

7.7.3 Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of (7.7.3 h).

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

7.8 **USE OF ANOTHER ORGAN OF STATE'S FRAMEWORK AGREEMENT**

The West Rand District Municipality may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The Accounting Officer shall make the necessary application to that organ of state to do so.

7.9 **USE OF A FRAMEWORK AGREEMENT BY ANOTHER ORGAN OF STATE**

7.9.1 An organ of state may request in writing to make use of one or more of West Rand District Municipality's framework contracts. Such a request signed by the accounting officer or accounting authority of that organ of state, shall:

- a) outline the scope and anticipated quantum of work associated with the work that is required;
- b) provide a motivation for the use of the framework agreement; and
- c) detail the benefit for the state to be derived from making use of the framework agreement.

7.9.2 The Accounting Officer may approve a request made in terms of 7.9.1 to make use of the West Rand District Municipality's framework contract, conditionally or unconditionally, if:

- a) the framework agreement was put in place following a competitive tender process;
- b) confirmation is obtained that the framework contract is suitable for the intended use and the required goods, services and works fall within the scope of such contract;
- c) the framework contractor agrees in writing to accept an order from that organ of state; and
- d) the organ of state undertakes to pay the contractor in accordance with the terms and conditions of the agreement; and

- e) the term of the framework agreement does not expire before the issuing of the required orders.

7.10 INSURANCES

- 7.10.1 Contractors shall be required to take out all insurances required in terms of the contract.
- 7.10.2 The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed Accounting Officer or Delegate
- 7.10.3 Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

Table 4: Minimum insurance cover

| Type of insurance | Value |
|---|---|
| Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract | Not less than R20 million |
| Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property | Not less than R10 million |
| Professional indemnity insurance | geotechnical, civil and structural engineering: R5,0 million electrical, mechanical and engineering: R3,0 million architectural: R5,0 million other R3,0 million |

- 7.10.4 The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by Accounting Officer or Delegate.
- 7.10.5 SASRIA Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.
- 7.10.6 Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an

amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the Accounting Officer or Delegate in relation to the nature of the service that they provide.

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

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

7.11 **WRITTEN REASONS FOR ACTIONS TAKEN**

7.11.1 Written reasons for actions taken shall be provided by an Accounting Officer or Delegate

7.11.2 The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:

- a) ISO 10845-3, *Construction procurement - Part 3: Standard conditions of tender*, and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or
- b) ISO 10845-4, *Construction procurement - Part 4: Standard conditions for the calling for expressions of interest*; as to why a tenderer was not considered for the award of a contract or not awarded a contract.

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

7.12 **REQUEST FOR ACCESS TO INFORMATION**

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

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