

LANGEBERG

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Langeberg spog met nuwe mobiele kliniek



Ngaba imoto yakho
ifanelekile ukuba
sendleleni?

From concept to reality:

The ins and outs of the procurement and tender process

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UITGAWE 13:

How do I apply for a municipal tender?

You have probably heard about a tender but don't have the foggiest idea of how it works or how you can go about applying for a municipal tender.

Can your company apply for a tender? What is the tender process and how does the municipality decide who to award a tender to?

As part of the Langeberg Municipality's commitment to provide fair and equal opportunity to all its citizens to participate in the economic development of the Langeberg area, and in compliance with Section 217 of the Constitution, it is the responsibility of the municipality to make available information to the general public so that they may be eligible to take advantage of opportunities provided through the public procurement process.

In this article we will explain exactly how your company can go about applying, and possibly obtaining a municipal tender.

We will take you through the procurement process and discuss a few tips on how your company can improve its chances to win a municipal tender.

This article provides relevant information that will offer guidance to aspiring entrepreneurs and existing business professionals to gain an understanding of the tender submission process and how to comply with the requirements for submission of a bid.

What is a tender?

A tender is an offer to do work or supply goods or services. When the municipality advertises a tender, this means that the municipality asks the public for price offers to do work or supply goods or services.

Once the municipality accepts a tender, it is binding to both the municipality and the person or company who won the tender.

Therefore, the person or company has to provide the goods or services in the manner agreed upon and at the price offered; and the municipality must pay the agreed price at the agreed time.

STEP 1: REGISTER

How do I apply for a municipal tender?

Before you can apply for a tender, the Municipality requires businesses to register on the database of suppliers before it will consider using the business as a service provider.

Hence, if you'd like to apply for a tender, your company must first be registered on the municipality's database. Registration documents are available on our website (www.langeberg.gov.za) and from all municipal offices.

The database of providers of goods and services is used to obtain quotations for procurement up to R30 000 (excl vat).

Once your business is listed on the database, you



are ready to apply for municipal tenders.

STEP 2: HOW TO TENDER

Where can I find tender applications?

The Langeberg Municipality advertises all tenders on the municipal website, the municipal notice boards, as well as in newspapers such as *Die Burger* and the community newspaper, the *Breederivier Gazette*. In line with regulations, tenders must be advertised not less than 14 days to a 30-day period.

How do I complete a tender document?

Each tender indicates where to obtain the tender documents and when and where the tenders need to be submitted. There are a few conditions to completing a tender, including:

- Tender applications must be submitted in writing.
- The number of associated forms each tender requires must be submitted together with the tender document. These forms may take a while to obtain and it is necessary to apply in advance for these.

Do not leave the completion of the tender to the last minute.

-Once all forms have been completed and signed, place them in an envelope with the tender number and deliver it before the specified closing date. There is a very firm deadline - no late tenders will be accepted.

What is the tender procurement process?

All tender documents follow the same process. Firstly, a 'Bid Specification Committee' is assembled to map out specifics about the required goods or services. In some cases the municipality employs an external consultant to assist in drawing up specifications on the work needed. The Bid Specification Committee's functions include:

- (a) A bid specification committee must compile the specifications for each procurement of goods or services by the municipality;
- (b) Specifications -

- Must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services.
- Must take into account any accepted standards such as those issued by Standards South Africa with which the equipment or material or workmanship should comply.

- Where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design.
- May not create trade barriers in contract requirements in the form of specifications, plans or labeling of conformity certification.
- May not make reference to any particular trade mark, name, patent or design unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "equivalent".

- Must indicate each specific goal for which points may be awarded in terms of the points system.
- Must be approved by the Accounting Officer prior to publication of the invitation for bids.

After the Bid Specification Committee has set up the required specifications for the goods or service required, the tender is advertised in the local media as well as the municipal website for a 30-day period.

Tender bids are awaited from companies that are registered on the municipality's suppliers' database. Those that are not registered must complete the database form that is attached to the bid document.

After the indicated closing date, all tender documents are opened in public including the Supply Chain Management manager and his/her delegations in the 'Bid Evaluation Committee'. This committee must -

- (i) Evaluate bids in accordance with:
 - The specifications for a specific procurement; and
 - The points system as must be set out in the supply chain management policy of the municipality in terms of regulation 27(2)(f) and as prescribed in terms of the Preferential Procurement Policy Framework Act;
- (ii) Evaluate each bidder's ability to execute the contract;
- (iii) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrear; and
- (iv) Submit to the Adjudication Committee a report and recommendations regarding the award of the bid or any other related matter.

The Bid Evaluation Committee submits the tender report to the Bid Adjudication Committee with recommendations. The Bid Adjudication Committee must -

- Consider the report and recommendations of the bid evaluation committee; and either -
- Depending on its delegation, make a final award or a recommendation to the Accounting Officer to make the final award; or
- Make another recommendation to the Accounting Officer how to proceed with the relevant procurement.

How are tenders awarded?

After the closing date, all the tender documents are checked for basic compliance to the tender regulations. Tenders can be disqualified during this process due to non-compliance.

The compliance of the products or services offered in relation to the specifications and price is considered.

All tenders which comply with the specifications are listed in order of price.

Preference points are given to those suppliers on the list of lowest price tenders (see page 5 for the points tables).

Consideration of bids

■ The Municipality takes all bids duly admitted into consideration.

■ The Municipality reserves the right to accept the lowest or any bid received.

■ The decision by the Municipality regarding the awarding of a contract is final and binding.

Evaluation of bids

The following are criteria against which all bid responses will be evaluated:

- (i) Compliance with bid conditions;
 - Bid submitted on time.
 - Bid forms signed and each page initialed.
 - All essential information provided.
 - Submission of an Original Tax Clearance Certificate.
 - Submission of a Joint Venture Agreement, which has been properly signed by all parties.
 - Payment of the municipal fees.
- (ii) Meeting technical specifications and comply with bid conditions;
- (iii) Financial ability to execute the contract; and
- (iv) The number of points scored for achieving Government's Broad-Based Black Economic Empowerment objectives, points scored for price and/or points scored for functionality if applicable.



Acceptance of bids

Successful bidders are notified in writing of the acceptance of their bids. Unsuccessful bids are not returned to bidders, but placed on record for audit purposes. A register or records are kept of all bids accepted.

Proudly SA Campaign

The Municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from;

- Firstly - supplier and businesses within the municipal area or district;
- Secondly - suppliers and businesses within the relevant province;
- Thirdly - suppliers and businesses within the Republic.

Objections and complaints

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



Ndisenza njani isicelo sesiniki-maxabiso kumasipala?

Kusenokwenzeka okokuba wakha weva ngesiniki-maxabiso kodwa awunalwazi kakuhle ukuba sisebenza njani okanye wenza njani ukuze ufake isicelo kwiziniki-maxabiso zikamasipala. Ngaba ikampani yakho inako na ukufaka isicelo sesiniki-maxabiso? Yiyip inkqubo elandelwayo ibe umasipala ufikelela njani kwisigqibo sokuba isiniki-maxabiso simele sinikwe bani?

Inxalenye yokuzibophelela kukamasipala waseLangeberg kukuba kunikwe bonke abemi amathuba alinganayo nangenaxanasi ekubandakanyekeni kuphuhliso lwezoqoqosho kummandla wayo, ibe ngokuvisisana negatyana le-217 Lomgaqo Siseko, luxanduva lukamasipala ukudandalazisa inkcazelo kuwonkewonke ukuze bakwazi ukusebenzisa amathuba akhoyo phantsi kwalenkqubo yokuthenga neziniiki-maxabiso.

Kwelinqaku siza kucacisa kakuhle ukuba ikampani yakho inokwenza njani ukufana isicelo, yaye ukuba kunokwenzeka uxhamle kwiziniki-maxabiso sikamasipala. Si-za kwazisa ngalenkqubo ilandelwayo ukuthenga izinto kwaneenkonzong kwangaxeshanye sizakuxubusha ngamabesiso athile anokunceda ikampani yakho yandise amathuba ayo okuxhamla kwiziniki-maxabiso zikamasipala.

Eli nqaku lizakunika inkcazelo efanelekileyo eyakusebenza njengesikhokelo kwabo banomnqweno wokuqalisa amashishini nakumashishini asele ephuhlile ukuze baqonde inkqubo emele ilandelwe xa ubani efaka isiniki-maxabiso, yaye ukwazi ukwanelisa iimfuno zesiniki-maxabiso.

Yintoni isiniki-maxabiso?

Isiniki-maxabiso sisithembiso ubani asenzayo sokuba ukulungele ukwenza umsebenzi okanye ukuthengisa umasipala into ethile ngexabiso elithile. Xa umasipala ebhengeza isiniki-maxabiso oko kuthetha ukuba umasipala ucela okokuba abantu bamazise umasipala ukuba lithini ixabiso labo lokwenza umsebenzi othile okanye lokuthengisa loonto umasipala ayifunayo. Noko ke, sakuba samkelwe isiniki-maxabiso sakho, oko kusisibophelelo kokubini kumasipala nakulowo ofake isiniki-maxabiso okanye lookampani ethe yawongwa eso siniki-maxabiso. Ngoko loomntu okanye ikampani imele ukuba izise ezo zinto ebezifunwa ngumasipala okane anikezele loonkonzo ibifunwa ngumasipala ngendlela ebekuvunyenwe ngayo nangexabiso ubuthembise lona; kwelinye icala umasipala yena umele ahlawule ixabiso enivumelene ngalo nexesha nivumelene ngalo.

INYATHELO 1: BHALISA

Ndisifaka njani isicelo sesiniki-maxabiso kumasipala?

Ngaphambi kokuba wenze isicelo sesiniki-maxabiso kumasipala kufuneka abantu okanye iikampani zibhalise kuluhlu lwabo bafuna ukwenza ushishino nomasipala uze emva koko ube nako ukuqwalasela njengomnye ekunokushishinwa naye ngumasipala. Ngenxa yoko ikampani yakho imele ibe ibhalisiwe kuluhlu luka masipala ngaphambi kokuba wenze isicelo sesiniki-maxabiso kumasipala.

ipala. Amaxwebhu okubhalisa kuluhlu lukamasipala aya-fumaneka kwiWebhusayiti yethu (www.langeberg.gov.za) ekanti nakwiiOfisi zikamasipala. Uluhlu lwabafuna ukushishina nomasipala lusetyenziselwa ukufumana ikoteyishini (amaxabiso) okuthenga izinto okanye iinkonzo ezinxabiso elingekho ngaphezu kwama-R 30 000 (ngaphandle kweRafu Yentengo). Yakuba ikampani yakho ibhalisiwe kuluhlu lukamasipala uyakube ukulungele ukwenza isicelo sesiniki-maxabiso kumasipala.

INYATHELO 2: SIFAKWA NJANI ISINIKI-MAXABISO Ndinokuzifumana phi izicelo zesiniki-maxabiso?

Umasipala waseLangeberg ubhengeza zonke iziniki-maxabiso kwiWebhusayiti yawo, kwiibhodi zezaziso zikamasipala, kwakunye namaphepha-ndaba anje nge Die Burger, namaphepha-ndaba asekuhlaleni, iBreederivier Gazette. Ngokwemimiselo yomthetho, iziniki-maxabiso zimele zibhengezwe ithuba elingekho nganeno kweentsuku ezili-14 ukuya kuma-30.

Ndimele ndiwagcwalise njani amaxwebhu eziniki-maxabiso?

Isiniki-maxabiso ngasinye siye sibonise apho amaxwebhu eziniki-maxabiso anokufunyanwa khona, zivalwa nini yaye zimele ziyekufakwa phi. Noko ke, kukho imiqathango embalwa esebenzayo xa ugqwaliswa lamaxwebhu, eyi le:

-Izicelo zesiniki-maxabiso zimele zibe zezibhaliweyo.

-Intlaninge yeefomu ezifunwa sisiniki-maxabiso ngasinye zimele zifakwe kunye namaxwebhu esiniki-maxabiso. Ezifomu zisenokuthatha ixesha ngaphambi kokuba uzifumane ngenxa yoko kuyimfuneko ufake isicelo sezifomu kwangexesha. Musa ukulinda de ibe ngumzuzu wokugqibela ngaphambi kokuba ugqwalise lamaxwebhu.

-Wakuba ugqwalise onke amaxwebhu ayimfuneko waza wawatyobela, wafake kwimvulophu ebhalwe inombolo yesiniki-maxabiso uze uyise kwindawo omele uyifake kuye ngaphambi kwexesha nomhla obekiweyo wokuvala kwayo. Umhla nexesha elimisiweyo lokuvala lingqongqo kakhulu- iziniki-maxabiso ezingafikanga ngexesha azamkelwa konke-konke.

Ziziphi iinkqubo ezibankanyekileyo kwisiniki-maxabiso?

Onke amaxwebhu eziniki-maxabiso alandela inkqubo efanayo. Okokuqala, kuye kumiselwe "iKomiti Yeenkcukacha" Yokuqulungisa iSiniki-maxabiso ukuze ihlolise iinkcukacha ezithe ngqo ezimele zihlangabezane nazo izinto eziza kuthengwa okanye iinkonzo ezimele zinikezelwe. Maxa wambi umasipala uye amisele umntu wangaphandle ukuba ancedise ekuqulunqeni iinkcukacha ezithe ngqo zomsebenzi omele wenziwe.

Indima yaleKomiti Yeenkcukacha ziquka;

(a) iKomiti Yeenkcukacha imele iqulunqe iinkcukacha ezithe ngqo zezinto ezizakuthengwa okanye umsebenzi omelet wenziwe ngumasipala;

(b) iinkcukacha ezithe ngqo –

■ Zimele zibhalwe ngendlela engenaxanasi ukuze abo banokukwazi ukuwenza lomsebenzi okanye abano-



kuthengisa umasipala loonto ifunwayo bafake isiniki-maxabiso.

■ Zimele ziyithabathele ingqalelo imilinganiselo engengaleyo imiselwe yiStandards South Africa.

■ Ukuba kunokwenzeka iinkcukacha zimele zichaze indlela esebenza ngayo kunokuba kuchazwe indlela eyenziwe ngayo loonto ifunwayo.

■ Azimele zenze imiqobo yokuthintela abanye ukungena kushishino ngokumisela iinkcukacha ezithe ngqo, ukuceba okanye ukumisela iimfuno zeziqinisekiso ngokuyemfuneko.

■ Azimele zibhekisele kwimveliso ethile, igama elibhalisiweyo okanye ukwenziwa kwawo ngaphandle kokuba akukho enye indlela enokuchaza ngokuthe ngqo ngokwaneleyo loo msebenzi omele wenziwe, yaye kwimbekiselo enjalo kumele kulandeliswe ngamagama athi, "okufanayo kwanele".

■ Zimele zichaze usukelo ngalunye oluza kunikwa amanqaku ngokuvisisana nenkqubo ekunikelwa ngayo amanqaku.

■ Zimele ziphunyezwe Ligosa Elibophelekileyo (uManejala Kamasipala) ngaphambi kokuba kupapashwe izimemo zokufaka iziniki-maxabiso.

Emva kokuba iKomiti Yeenkcukacha iqulunqe iinkcukacha ezithe ngqo zezinto eziza kuthengwa okanye umsebenzi ozakwenziwa, isiniki-maxabiso siyakubhengezwa kumaziko eendaba asekuhlaleni nakwiwebhusayithi kamasipala ithuba leentsuku ezingama-30. Kulindelwe okokuba inkampani ezibhalise kuluhlu lukamasipala zifake isiniki maxabiso. Ezo zingabhaliswanga zimele zigcwalise ixwebhu lokubhalisa eliqhagamshelwe kumaxwebhu esiniki-maxabiso.

Emva komhla obekiweyo wokuvala, zonke iziniki maxabiso ziyakuvulwa esidlangaleleni kukho uManejala wesebe elithengela umasipala okanye igosa elimmeleyo "kwiKomiti Yokuvavanya". Le Komiti imele –

(i) liphonononge zonke iziniki-maxabiso ngokuvisisana:

■ Neenkukacha ezithe ngqo ebezibekiwe, kwaye

■ Inkqubo yokunika amanqaku njengoko imele idandalaziswe kumgaqo-nkqubo wokuthenga kamasipala ngokuvisisana nesoloty 27(2)(f) lemmiselo kwakunye nomthetho we Preferential Procurement Policy Framework.

(ii) luvanye enoba inkampani nganye efake isiniki-maxabiso inako kusini na ukuwenza lomsebenzi;

(iii) lholise okokuba lowo unconyelwayo ukuba anikwe isiniki-maxabiso akakho mva kwintlawulo yeenkonzo kunye nerafu kamasipala; yaye

(iv) lnikelwe ingxelo kwiKomiti Yethenda kunye noncomelo ngokunikezelwa kwesiniki-maxabiso okanye nokunye okunxibelelene nako.

iKomiti Yokuvavanya inikela ingxelo enoncomelo lwayo kwiKomiti Yethenda. Le Komiti Yethenda imele – lqwalasele lengxelo kwanoncomelo olusuka kwiKomiti Yovavayo; ize:

■ Ngokuxhomekeke kumagunya ayo, yenza isigqibo ngalowo uwelwe ngumga esandleni okanye yenze uncomelo kuManejala Kamasipala; okanye

■ Yenze olunye uncomelo kuManejala Kamasipala ngokuphathelelene nendlela ekumele kuqhutywe ngayo ngesi siniki-maxabiso.

Zinikezelwa njani iziniki-maxabiso?

Emva komhla wokuvalwa, zonke iziniki-maxabiso ziye zihlolwe ukuze kuqinisekise okokuba ziyavisisana na nokufunwa ngumthetho. Iziniki-maxabiso zisenokubekelwa ecaleni zize zingaqwalasela ngenxa yokungavisisani neemfino zomthetho. Okunye okuhloliswayo kukuba isiniki-maxabiso osifakileyo sivisisana kangakanani neenkukacha ezithe ngqo kwakunye nexabiso olibekileyo. Zonke iziniki-maxabiso ezivisisana neemfuneko zeenkukacha ezithe ngqo ziye zidwelisa ngokuluhlu lwamaxabiso.

Ukuqwalasela kweziniiki-maxabiso

■ Zonke iziniki-maxabiso ezamkelweyo ziyakuqwalasela ngumasipala.

■ UMasipala unelungelo lokwamkela isiniki-maxabiso esinelona xabiso liphantsi okanye nasiphina esifunyenweyo.

■ Isigqibo sikamasipala mayela nokunikezela isiniki-maxabiso sigqibelele yaye siyabophelela.

Ukuhlolwa kwiziniki-maxabiso

Okulandelayo yimilinganiselo esetyenziswayo xa kuhlolwa iziniki-maxabiso:

(i) Ukuvisisana nemigaqo yesiniki-maxabiso;

■ Sifakwe ngexesha.

■ Onke amaxwebhu asayinwe ngokufanelekileyo.

■ Yonke inkcazelo efunwayo ifakiwe.

■ Umbalo-ngqangi wesiqinisekiso serafo sifakiwe.

■ Isivumelwano sentsebenziswano phakathi kweemkampani sifakiwe yaye sisayinwe ngokufanelekileyo.

■ Zonke iimali nerafu zikamasipala zihlawuliwe.

(ii) Ukuhlalngabezana ngokupheleleyo neenkukacha ezithe ngqo kwanokuvisisana nemigaqo yesiniki-maxabiso;

(iii) Ukuba nemali eyaneleyo yokukwazi ukwenza lomsebenzi; yaye

(iv) Inani lamanqaku afunyenweyo ngenxa yokufikelela usukelo lukaRhulumente lweB-BBEE okanye amanqaku afunyanwe ngenxa yokukwazi ukwenza umsebenzi ukuba oko kuyasebenza.

Ukwamkela isiniki-maxabiso

Abo baye bawelwa ngumga esandleni ngokuthi banikwe ithenda, baye baziswe ngeleta oko. Abo bangaphumelelanga mabaqaphele okokuba iziniki-maxabiso zabo azisayi kubuyiswa kodwa ziyakugcinwa ukuze zihlolwe ngabaphicothi-zincwadi bakamasipala. Kuye kugcinwe ingxelo yazo zonke iziniki-maxabiso ezifunyenweyo.

Iphulo lokuxhasa imveliso yoMzantsi Afrika (Proudly SA Campaign)

Umasipala uyaxhasa iphulo leProudlySA lokuba kuthengwe imveliso eyenziwe eMzantsi Afrika, kangokuba ukuba kunokwenzeka sikhetha ukuba kuthengwe imveliso:

■ Okokuqala – kumashishini aphakathi kwemida kamasipala okanye umasipala wesithili;

■ Okwesibini – kumashishini aphakathi kwemida yePhondo LeNtshona-Koloni;

■ Okwesithathu – kumashishini aphakathi kwemida yaseMzantsi Afrika.

Izikhhalazo okanye ukungavumelani

Abantu abangoniselikanga sisigqibo okanye oko kwenziweyo ngoxa kubekwa entsebenzweni uMgaqo-nkqubo kamasipala wokuthenga izinto, unako ukufaka isikhhalazo singaphelanga iintsuku ezili-14 ukususela kumhla esenziwe ngaso isigqibo.



Hoe doen ek aansoek vir 'n munisipale tender?

Jy het waarskynlik al van 'n tender gehoor, maar het nie die vaagste benul hoe dit werk, of hoe jy te werk kan gaan om vir een aansoek te doen nie. Kan jou maatskappy aansoek doen? Wat is die tenderproses en hoe besluit die munisipaliteit aan wie om dit toe te ken?

As deel van die Langeberg-munisipaliteit se toewyding aan billike en gelyke kanse vir al sy inwoners om te deel in die ekonomiese ontwikkeling van die streek, en ooreenkomstig Seksie 217 van die Grondwet, gee ons inligting aan die publiek sodat hulle in aanmerking kan kom vir die geleentheid wat die openbare verkrygingsproses bied.

Wat is 'n tender?

'n Tender is 'n aanbod om werk, goedere of dienste te lewer. Wanneer die munisipaliteit 'n tender adverteer, vra hy die publiek vir prys-botte om werk, goedere of dienste te lewer. Sodra die munisipaliteit die tender aanvaar, is dit bindend aan beide die munisipaliteit en die persoon of maatskappy wat die tender gewen het. Daarom moet die tenderaar die goedere of dienste lewer teen die ooreengekome prys, en die munisipaliteit dit op die ooreengekome tyd betaal.

STAP 1: REGISTREER

Hoe doen ek aansoek?

Voor jy vir 'n tender kan aansoek doen, vereis die munisipaliteit van besighede om te registreer op 'n databasis van verskaffers. Registrasiedokumente is by www.langeberg.gov.za beskikbaar en by die munisipale kantore. Die databasis van diensverskaffers word gebruik om kwotasies vir aankope van tot R30 000 (BTW uitgesluit) te kry. Sodra jou besigheid op die databasis is, kan jy vir munisipale tenders aansoek doen.

STAP 2: HOE OM TE TENDER

Waar kan ek 'n tender-aansoek vind?

Die Langeberg-munisipaliteit adverteer alle tenders op die munisipale webwerf, munisipale kennisgewingborde, en in koerante soos *Die Burger* en die *Breederivier Gazette*. Ooreenkomstig regulasies, moet tenders 14 dae tot 30 dae lank geadverteer word.

Hoe moet ek die tenderdokument voltooi?

Elke tender dui aan waar om die tenderdokumente te kry en wanneer die tenders ingedien moet wees. Daar is 'n paar voorwaardes vir die voltooiing van 'n tender:

- Tender-aansoeke moet skriftelik ingedien word.

- Die verwante dokumente wat elke tender vereis, moet saam met die tenderdokument ingedien word. Hierdie vorms kan tyd neem om in te samel en moet vooruit aangevra word. Moenie die voltooiing van 'n tender op die nippertjie probeer doen nie.

- Sodra al die vorms voltooi en onderteken is, plaas hulle in 'n koefert met die tendernommer op en lewer dit voor die bepaalde sluitingsdatum af. Daar is 'n baie streng spertyd – geen laat tenders sal aanvaar word nie.

Wat is die tender-verkrygingsproses?

Alle tenderdokumente volg dieselfde proses. Eerstens word 'n Bod-spesifikasiekomitee bymekaar geroep om voorskrifte oor die vereiste goedere of dienste saam te stel. In sommige gevalle neem die munisipaliteit 'n eksterne konsultant in diens om hiermee te help.

Die Bod-spesifikasiekomitee se funksies sluit in:

- (a) Die opstel van die voorskrifte vir alle verkryging van goedere of dienste.

- (b) Die opstel van spesifikasies wat:

- Op onbevooroordeelde wyse opgetrek word om alle potensiele verskaffers toe te laat om hul goedere of dienste aan te bied.

- Enige aanvaarde standaard, soos dié uitge-reik deur Standards South Africa, in ag neem waaraan toerusting, materiaal of vakmanskap moet voldoen.



Alle werk wat deur kontrakteurs uitgevoer word, moet deur middel van die tenderproses toegeken word.



- Waar moontlik, beskryf word in terme van prestasies eerder as beskryflike karaktertrekke van die ontwerp.

- Nie handelsbuffers in kontrakvereistes, in die vorm van spesifikasies, planne of etikettering van nakomingsertifisering, skip nie.

- Nie verwys na enige spesifieke handelsmerk, naam, patent of ontwerp nie, tensy daar geen ander presiese of verstaanbare manier is om die karaktertrekke van die werk te beskryf nie. Dan moet die versyning met die woord "soortgelyke" gepaard gaan.

- Elke doelstelling aandui waarvoor punte in terme van die puntestelsel toegeken kan word.

- Deur die rekenkundige beampte goedgekeur word voor die publikasie van die bod-uitnodiging.

Nadat die Bod-spesifikasiekomitee die vereistes opgestel het, word die tender vir 30 dae geadverteer. Tender-botte word ingewag van maatskappye

wat op die munisipale databasis geregistreer is. Dié wat nie geregistreer is nie, moet die databasis-vorm voltooi wat aan die bod-dokument vasgeheg is.

Na die aangeduide sluitingsdatum, word alle tenderdokumente in die openbaar oopgemaak deur die Verkrygingsbestuur-hoof en sy/haar afgevaardigdes in die Bod-evalueringskomitee. Die komitee moet:

- (i) Botte evalueer ooreenkomstig:

- Die voorskrifte vir 'n spesifieke verkryging.

- Die puntestelsel in die verkrygingsbestuur-beleid van die munisipaliteit, ooreenkomstig Regulasie 27(2)(f) en soos voorgeskryf in die Preferential Procurement Policy Framework Act.

- (ii) Elke bieder se vermoë

om die kontrak uit te voer te evalueer.

- (iii) Nagaan of die bieder se munisipale belasting en diensgeld op datum is.

- (iv) 'n Verslag en aanbevelings aan die beoordelingskomitee indien oor die toekenning van die bod of enige ander verwante saak.

Die Bod-evalueringskomitee lê die tenderverslag aan die Bod-beoordelingskomitee voor saam met die aanbevelings. Die Bod-beoordelingskomitee moet:

- Die verslag en aanbevelings van die Bod-evalueringskomitee oorweeg.

- Afhangend van sy deleegasie, 'n finale toekenning of aanbeveling aan die rekenkundige beampte maak om die tender toe te ken.

- Of nog 'n aanbeveling aan die rekenkundige beampte maak oor hoe om met die betrokke verkryging voort te gaan.

Hoe word tenders toegeken?

Na die sluitingsdatum word alle tenderdokumente nagegaan vir basiese nakoming met die tenderregulasies. Tendere kan gediskwalifiseer word in hierdie proses. Nakoming, spesifikasies en prys word dan oorweeg. Alle tenders wat die vereistes nakom, word gelys in volgorde van die prys. Voorkeur-punte word aan die verskaffers gegee op die lys van laagste prys-tenders.

Oorweging van botte

- Die munisipaliteit oorweeg alle botte wat voor-gelê is deeglik.

- Die munisipaliteit behou die reg voor om die laagste of enige bod wat ontvang is te aanvaar.

- Die munisipaliteit se besluit oor die toekenning van die kontrak is finaal en bindend.

Evaluering van botte

Die volgende is die kriteria waarteen alle botte geëvalueer word:

- (i) Nakoming van bod-voorwaarde.

- Bod betyds ingedien.

- Bodvorms onderteken en elke bladsy geparafeer.

- Alle noodsaaklike inligting is verskaf.

- Indiening van 'n oorspronklike Belasting-kla-ringstifikaat.

- Indiening van 'n Gesamentlike Onderneming-Ooreenkoms, wat reg deur alle partye onderteken is.

- Betaling van munisipale rekeninge.

- (ii) Die behaal van tegniese spesifikasies en vol-doening aan bodvoorwaardes.

- (iii) Finansiële vermoë om die kontrak uit te voer.

- (iv) Die aantal punte behaal vir die regering se Breë-gebaseerde Swart Ekonomiese Bemagting-opheffingsdoelstellings, punte behaal vir prys en/of punte behaal vir funksionaliteit, indien van toepassing.

Aanvaarding van botte

Suksesvolle bidders word skriftelik in kennis gestel van die aanvaarding van hul botte. Onsuksesvolle botte word nie na die bidders terugbesorg nie, maar op rekord beplaas vir audit-doeleindes. A register of rekords word bygehou van alle botte wat aanvaar word.

Trots Suid-Afrikaans-veldtog

Die munisipaliteit ondersteun die Trots SA-veldtog deurdat daar op 'n gelyke speelveld voorkeur gegee word aan die verkryging van plaaslike goedere en dienste van:

- Eerstens – verskaffer en besigheid binne die munisipale area of distrik;

- Tweedens – verskaffers en besighede binne die betrokke provinsie;

- Derdens – verskaffers en besighede binne die Republiek.

Besware en klagtes

Mense wat beswaar wil maak oor besluite of optrede gedurende die implementering van die munisipaliteit se verkrygingsbestuurstelsel, mag binne 14 dae vanaf die besluit of optrede 'n skriftelike beswaar of klage teen daardie besluit of optrede indien.



Tips for tendering

After registering your company onto the Municipal database, your company may apply for a municipal tender. Make sure that your tender document includes the following:

- Provide all the information required.
- Calculations for tender prices need to be checked and correct.
- If unsure about the tender, enquire and obtain all relevant information from the concerned official.
- Do not make misinterpretations or false statements.
- Present the information in a neat, well organised manner.

Can you deliver the goods and/or services required?

Initially you should evaluate your situation and decide on the following:

- Can your company handle the required workload?
- Can your company deliver the right quality of goods or services?
- Is your company in a position to deliver the goods or services within the specified time period?

Maximizing your tender points

The winner of a tender usually scores the highest number of points in the tender evaluation process. All tenders will state how these points are allocated but they are usually for the following:

1. BEE status – the higher the number of previously disadvantaged people who own shares in the company submitting the tender, the more points are scored. Extra points are often awarded for ownership management, control, employment equity, skills development, enterprise development and socio economic development.
2. Location – the municipality would like to award tenders to businesses operating within the local Langeberg region.
3. Past experience – a significant portion of points allocated in a tender evaluation are for past experience. Businesses that have completed at least three or more tenders similar to the tender requested will score maximum points for functionality.
4. Submission of examples – some tenders may ask that the samples of previous work, samples of goods or services or technical statistics of the goods or services must be submitted in the tender.
5. Price – another big decider in who wins the tender will be the price quoted. The tender documents will usually give an exact example of what needs to be submitted so that, in the evaluation process,

ess, exactly the same items are compared.

There are some ways of maximizing these points including the following:

- Joint ventures – This is when two or more companies pool their resources to share expertise and responsibilities. Thus a company that is entirely white owned that would score high points under past experience may want to create a joint venture with another company with less experience but with a high BEE status.
- Low pricing – companies that lack past experience may try to score high points by submitting a low price. This can be risky as, if the price is too low, the tendering company may not be able to pay their staff and suppliers.
- New staff – highly qualified staff may be contracted as part of the management team and thus increase advantage in this area for functionality.

The Langeberg Municipality is not obliged to accept the lowest or any tender, either wholly or a part thereof. The tender will be awarded in accordance to the municipality's procurement policy.

Submit your tender before the cut-off time

If you are unable to submit your bid/tender/proposal yourself at the specified address, you should ensure that you post it well in advance to reach the Municipal offices before the closing time and due date. Tenders in sealed envelopes, clearly marked must be placed in the tender box at the main offices in Ashton, 28 Main Road at 12:00 on the due date. Tenders received by facsimile or email will not be accepted or considered.

Wait for the letter of acceptance

Once a decision to award the tender has been taken, a Letter of Acceptance is sent to the successful bidder/tenderer. It is then imperative on the successful bidder/tenderer to start planning in order to ensure that delivery is efficient and within the required time period and quality. The Letter of Acceptance may be followed up with either a purchase order or a formal contract.

It is our hope that this article has provided a valuable point of reference to our citizens so that they may participate in the growth and development process of our local economy.

For more information, please read through our Supply Chain Management Policy which can be downloaded from our website (www.langeberg.gov.za).

Amacebiso malunga neziniki-maxabiso

Ikampani yakho inako ukwenza isicelo sesiniki-maxabiso emva kokuba ibhalisiwe kuluhlu lukamasipala;

- Faka yonke inkcazelo efunwayo.
- Amaxabiso esiniki-maxabiso amele ahloliswe aze aqinisekise kakuhle.
- Ukuba awuqinisekanga ngandlel' ithile nceda ubuzise uze ufumane yonke inkcazelo kwigosa elibandakanyekileyo.
- Musa ukufaka inkcazelo engachananga kwisiniki-maxabiso.
- Onke amaxwebu amele afakwe ngendlela elungeleleneyo necocekileyo.

Ngaba ungakwazi ukuwenza umsebenzi ofunwayo?

Ngaphezu kwako konke umele uzihlolisise imeko yakho uze ugqibe ngale mibuzo ilandelayo:

- Ngaba ikampani yakho iyakukwazi na ukuwenza lomsebenzi ufunwayo?
- Ngaba ikampani yakho inokukwazi na ukunikela umgangatho wenkonzo efunekayo?

■ Ngaba ikampani yakho inako kusini na ukwugqiba lomsebenzi ngexesha elimisiweyo?

Ukufumana awona manqaku maninzi

Abo bafumana ithenda ngokuqhelekileyo basukube befumene awona manqaku maninzi xa bekuhloliswa iziniki-maxabiso.

Zonke iziniki-maxabiso ziyakubonisa okokuba la manqaku ahlehlengiswe njani kodwa ngokuqhelekileyo anikelwa ngenxa yezi zinto zilandelayo:

1. Ukuma kwakho ngokwe-BEE - okuya ilikhula inani labantu ababefudula behlelelekile benezabelo kwikampani efaka isiniki-maxabiso, aya esiba maninzi namanqaku owafumanayo.
2. Amanqaku angakumbi maxawambi ngenxa yobunini, ulawulo, ukuqasha okulinganayo, uphuhliso lwezakhono, ukuphuhlisa amashishini amancinci nokunceda ukuphuhlisa uluntu oluhlelekileyo.
3. Indawo oshishina kuyo – umasipala uthanda ukunika iziniki-maxabiso kumashishini asebenza phakathi kwemida kamasipala.
4. Amava ngalomsebenzi – inxalenye enkulu ala manqaku anikwa ngenxa yamava.
5. Amashishini aye asingatha ubuncinane ithenda ezintathu okanye ngaphezulu ezifana nalomsebenzi omele wenziwe ziyakufumana onke amaqaku abekelwe amava.
6. Faka imizekelo – zimbi iziniki-maxabiso zisenokufuna ukuba ufake imizekelo yemisebenzi okhe wayenza ngaphambili, isampuli okanye amanani ezinto ozithengisileyo okanye umsebenzi owenziweyo.
7. Ixabiso – eyona nto inkulu egqibayo ukuba ngubani ofumana ithenda lixabiso olifakileyo. Amaxwebhu esiniki-maxabiso sinikela iinkcukacha ezithe ngqo zezinto ezifunekayo ukuze xa kuhlolwa ithenda kwenziwe uthelekiso oluthe ngqo.

Kukho nezinye iindlela eziliqela okuthi ufumane amaqaku ama-

ninzi kuquka oku kulandelayo:

- ntsebenziswano phakathi kweekampani – Oku kwenzeka xa ikampani ezimbini nangaphezulu zisebenzisana ngezinto ezinazo, ubuchule kwakunye neembopheleleko.
- Oko kuthetha ukuba ikampani enomnini omhlophe nenamava isenokusebenzisana nekampani engenamava angako kodwa enokuma okuphakamileyo kumlingano we- BEE.
- Ixabiso eliphantsi – ikampani ezingenamava zisenokusukela ukufumana amaqaku amaninzi ngokuthi zithobe ixabiso.
- Oku kusenokuba yingozi ngoba xa ixabiso liphantsi, kusenokwenzeka okokuba loo kampani ifumene ithenda isenokungakwazi ukuhlawula abasebenzi okanye ukuthenga impahla yokusebenza.
- Abasebenzi abatsha – abasebenzi abanezakhono basenokuqashwa okwexeshana njengenxalenye yeqela lokumaneja ngaloo ndlela kuphuculwe amathuba xa kuhlolwa ukuba ikampani inako kusini na ukuwenza lo msebenzi.

Umasipala waseLangeberg awubophelelekanga ukwamkela esona siniki-maxabiso sinexabiso eliphantsi, yonke okanye inxalenye yayo.

Ithenda iyakunikezwa ngokuvisisana nomgaqonkqubo wokuthenga izinto kwaneenkonzelo eziyimfuneko.

Wafake amaxwebhu esiniki-maxabiso ngaphambi kwexesha lokuvula

Ukuba akunako uku-faka isiniki-maxabiso sakho kwindawo echaziweyo ngokwakho yaye uza kusebenzisa iposi, qiniseka okokuba uyiposa kusengaphambili ukuze ifike kwiofisi zikamasipala ngaphambi kwexesha nomhla wokuvala.

Amaxwebhu eziniki-maxabiso amele afakwe kwimvulophu ephawulwe ngokucacileyo, ize ifakwe kwibhokisi yeziniki-maxabiso ekwiofisi zikamasipala e-28 Main Road, Ashton ngentsimbi ye-12 ngomhla evalwa ngayo.

Qaphela, iziniki-maxabiso ezithunyelwe ngeFekisi okanye i-email aziyi kwamkelwa okanye ziqwalaselwe.

Lindela ileta eyazisa ngokwamkelwa

Sakuba isigqibo sokunikezelwa kwethenda senziwe, lowo uyifumeneyo uya kwaziswa ngeleta echaza ukwamkelwa kwesiniki-maxabiso asifakileyo.

Kubalulekile ke ngoko okokuba lowo utyunjiweyo aqalise kwangoko ukuceba ukuze aqinisekise ukuba umsebenzi uya kugqitywa ngexesha elimisiweyo yaye ukumgangatho owamkelekileyo. Le leta yokwamkelwa iyakulandiswa ngesiqinisekiso seOdolo okanye ikontraki yesivumelwano.

Sinethemba lokuba elinqaku linikele inkcazelo ebalulekileyo enokuba yimbekiselo kubemi bethu ukuze nithathe inxaxheba ekukhuleni nasekuphuhliseni uqoqosho lwethu lwasekuhlaleni.

Ukuze ufumane iinkcukacha ezithe vetshe, ncedani nifunde Umgaqo-nkqubo wokuthenga izinto kamasipala enokufunyanwa kwebhusayithi yethu (www.langeberg.gov.za)



'n Paar wenke oor hoe om rég te tender

Na jy jou maatskappy op die munisipale databasis geregistreer het, mag jy aansoek doen vir 'n munisipale tender. Maak seker dat jou tenderdokument die volgende insluit:

- Verskaf al die inligting wat vereis word.
- Berekeninge vir tenderpryse moet nagegaan en korrek wees.

■ Indien jy onseker is oor die tender, doen navraag en bekom alle tersaaklike inligting van die betrokke amptenaar.

■ Moenie verkeerd interpreteer of vals stellings maak nie.

■ Lê die inligting netjies en georganiseerd voor.

Kan jy die produkte en/of dienste verskaf?

Jy behoort aanvanklik jou situasie te evalueer en dan te belyd op die volgende:

- Kan jou maatskappy die werkslas hanteer?
- Kan jy die regte hoeveelhede verskaf?
- Is jy in die posisie om die goedere en dienste binne die voorgeskryfte tyd te lewer?

Hoe om jou tenderpunte te maksimiseer

Die wenner van 'n tender het gewoonlik die grootste hoeveelheid punte tydens die tender-evalueringsproses gekry. Alle tenders noem hoe die punte toegeken word, maar dit is gewoonlik:

1. SEB-status – hoe hoër die aantal voorheen benadeelde mense wat aandeel in die maatskappy besit, hoe meer punte word verdien. Ekstra punte word dikwels toegeken vir eienaarskap, bestuur, beheer, billike indiensneming, vaardigheds-, ondernemings- en sosio-ekonomiese ontwikkeling.

2. Ligging – die munisipaliteit sal graag tenders wil toeken aan besighede wat sake binne die plaaslike (Langeberg-) streek doen.

3. Vorige ondervinding – 'n noemenswaardige porsie punte word toegeken vir vorige ondervinding. Ondernemings wat ten minste drie of meer tenders, soortgelyk aan die een waarvoor getender word, voltooi het, sal maksimumpunte vir funksionaliteit kry.

4. Voorlê van voorbeelde – sommige tenders mag vereis dat 'n voorbeeld van vorige werk, voorbeelde van goedere of dienste of tegniese statistiek van die goedere of dienste, saam met die tender ingedien word.

5. Prys – nog 'n groot bepalende faktor in wie die tender wen, sal die gekwoteerde prys wees. Die tenderdokumente sal gewoonlik 'n presiese voorbeeld verskaf van wat nodig is. In die evaluering sal presies dieselfde items vergelyk word.

Daar is 'n verskeidenheid maniere waarop hierdie punte gemaksimaliseer kan word, insluitend:

- Gesamentlike ondernemings – Dit is wanneer twee of meer maatskappye hul hulpbronne saamspan en vaardighede en verantwoordelike deel. Die maatskappy wat dus heeltemal in wit besit is, kan dalk hoër punte verdien onder vorige ondervinding, en deur 'n gesamentlike onderneming hoër punte kry saam met 'n onderneming met 'n hoër SEB-status.
- Lae prys – maatskappye wat vorige ondervinding kortom kan probeer om hoër punte te verdien deur 'n lae prys voor te lê. Dit kan riskant wees, omdat 'n te lae prys kan veroorsaak dat personeel en verskaffers nie betaal kan word nie.
- Nuwe personeel – goed gekwalifiseerde personeel kan gekontrakteer word as deel van die bestuursplan en dus die voordeel in die area van funksionaliteit daaruit put.

Die Langeberg-munisipaliteit is nie verplig om die laagste of enige tender te aanvaar nie, hetsy in geheel of net 'n deel daarvan. Die tender sal toegeken word in ooreenstemming met die

munisipaliteit se verkrygingsbeleid.

Dien jou tender voor die afsnytyd in

As jy nie jou tender/bod/voorstel self by die voorgeskryfte adres kan indien nie, behoort jy te verseker dat jy dit lank voor die tyd pos om die munisipale kantore voor die sluitingstyd en sperdatum te bereik. Tenders in verseëlde koevertes, duidelik gemerk, moet voor 12:00 op die sperdatum in die tender-boks by die hoofkantoor in Ashton geplaas word by Hoofweg 28. Tenders wat per faks of e-pos ontvang word, sal nie aanvaar of oorweeg word nie.

Wag vir die aanvaardingsbrief

Sodra 'n besluit geneem is om die tender toe te ken, word 'n aanvaardingsbrief na die suksesvolle bieder gestuur. Dit is dan die verantwoordelike van die suksesvolle kandidaat om te begin beplan om effektiewe verskaffing binne die vereiste tyd, en van die vereiste gehalte, te lewer. Die aanvaardingsbrief kan opgevolg word met 'n aankoop-bestelling of formele kontrak.

Vir meer inligting, lees asseblief deur ons dokument Supply Chain Management Policy, wat van ons webwerf (www.langeberg.gov.za) gelaai kan word.



Inkqubo yamanqaku

Inkqubo yamanqaku ye-80/20
Kusetyenziswa inkqubo ye-80/20 yokunika amaqaku kwizinto ezizakuthengwa okanye umsebenzi ozakwenziwa ukuya kumyinge wesigidi esinye seeRandi. Abo bafaka izicelo zeziniki-maxabiso abafikelela kwinqanaba le B-BBEE ngokuvisisana ne Codes of Good Practice zohlelo lokuphuhlisa abamnyama ngokwezooqoqosho bafuma na amaqaku ukuya kutsho kuma-20.

Amaqaku afunyenwe ngulowo ufake isicelo ngenxa ye-B-BBEE amele ongezwe kumanqaku afunyenwe ngenxa yexabiso. Kuphela ngulowo ofumene amaqaku amaninzi omele akhethwe njengozakunikwa isiniki-maxabiso.

Inkqubo yamanqaku ye-90/10
Kusetyenziswa inkqubo ye-90/10 yokunika amaqaku kwizinto ezizakuthengwa okanye umsebenzi ozakwenziwa ongaphezu kwesigidi seeRandi. Amaqaku ali-90 aye anikezelwe ngenxa yexabiso elifakwe kwisiniki-maxabiso. I-10 eliseleyo lamaqaku kulowo ofake isicelo sesiniki-maxabiso abafikelela iimfuneko zenqanaba leB-BBEE ngokuvisisana nesi sicangca silandelayo. Kwelinqanaba kunokunikwa amaqaku angekho ngaphezu kwe-10. Ngokuvisisana nesolotya lesi- 7, isiniki-maxabiso simele sinikwe kuphela lowo ufumene awona manqaku maninzi.

How does the tender point system work?

The 80/20 preference point system
The 80/20 preference point system is for acquisition of goods or services up to value of R1-million. A maximum of 20 points must be awarded to a bidder for attaining the B-BBEE status level, contemplated in the B-BBEE Codes of Good Practice on Black Economic Empowerment. The remaining 80 points will be attributed to the price of the proposed goods or services required in the tender.

The points scored by a bidder in respect of B-BBEE contribution contemplated in sub-regulation must be added to the points scored for price. Only the bid with the highest number of points scored may be selected.

The 90/10 preference point system
The 90/10 preference point system is for acquisition of goods or services with a value above R1-million. A maximum of 10 points can be allocated to a bidder for attaining the B-BBEE status level. The remaining 90 points will be attributed to the price of the proposed goods or services required in the tender. Subject to regulation 7, the contract must be awarded to the tenderer who scores the highest total number of points.

Hoe werk die puntestelsel?

Die 80/20-puntestelsel
Die 80/20-puntestelsel is vir die verkryging van goeiere of dienste ter waarde van tot R1 miljoen. 'n Maksimum van 20 punte moet toegeken word aan 'n bieder vir die behaal van die B-BBEE-statusvlak, soos bespreek in die B-BBEE Goeie Praktijk-Kode vir Swart Ekonomiese Bemagtiging. Die oorblywende 80 punte sal toegewys word aan die prys van die voorgestelde goedere of dienste.

Die punte wat 'n bieder behaal wat betref die B-BBEE bydrae, soos bespreek in die sub-regulasie, moet gevoeg word by die punte behaal vir die prys.

Slegs die bod wat die meeste punte verdien het, mag gekies word.

Die 90/10-puntestelsel
Die 90/10-puntestelsel is vir die verkryging van goeiere of dienste met 'n waarde van meer as R1 miljoen. 'n Maksimum van 10 punte moet toegeken word aan 'n bieder vir die behaal van die B-BBEE-statusvlak. Die oorblywende 90 punte sal toegeken word aan die prys van die voorgestelde goedere of dienste.

'n Maksimum van 10 punte kan toegeken word. Onderhewig aan Regulasie 7, moet die kontrak toegeken word aan die tender-aansoeker wat die hoogste totale telling behaal.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Is your vehicle roadworthy?

The Langeberg traffic offices have been inundated with requests for vehicle roadworthiness testing. People have been queuing to enquire, or waiting to have their vehicles tested. But what does this process entail and who should have their vehicle tested?

All transactions handled by the Traffic Department follow strict guidelines as indicated in the National Road Traffic Act – 93 of 1996. Regulations 138 – 148 deal with roadworthiness tests of motor vehicles. Subject to the provisions of these regulations, all vehicles must be taken for a roadworthiness test amid a change of ownership before it can be registered, including all new vehicles.

All heavy load vehicles, or vehicles that are used

for public transport, must be taken for a roadworthiness test annually before the vehicle's licence can be renewed. These also include all buses, which should be tested every six months.

All the abovementioned vehicles, which utilise our national roads, should be tested for roadworthiness. It is the responsibility of all vehicle owners to have vehicles tested.

What do you need to apply for the Roadworthiness Certificate?

- ID document of the person who bring the vehicle for the roadworthiness test.
- Copy of registration document of vehicle.
- Prescribed fees.

What are the current prescribed fees?

Application for roadworthiness: Heavy load vehi-

cles – R165.00

Application for roadworthiness: Buses – R165.00

Application for roadworthiness: Motorcycles – R55.00

Application for roadworthiness: All other – R135.00

Issuing of Certificate of Roadworthiness: R33.00

What documentation do I need to apply for a Roadworthiness Certificate?

The ACR form, which will be completed by the cashier at the testing station.

What times can I apply for the roadworthiness

of my vehicle and where?

The Ashton traffic department is currently the only testing station in the municipal area. Tests are performed daily from 08:00 to 15:00.

An appointment system is used. This means that you are able to make an appointment prior to arriving at the Ashton traffic office. Please note that fees should be paid when appointments are made.

How long is a roadworthiness test valid?

It is valid for 60 days.

Any queries, complaints and/or suggestions can be directed to e-Natis@langeberg.gov.za.



ROADWORTHY? All vehicles should undergo roadworthiness testing with a change of ownership, while vehicles used for transporting groups should be tested more often.

Ngaba imoto yakho ifanelekile ukuba sendleleni?

Iofisi yamagosa endlela yaseLangeberg iye yafumana imibuzo emininzi malunga nokuba sendleleni kwemoto. Abantu baye bema kwigca emide bezokubuzisa okanye bezise iimoto zabo ukuba zihlolwe. Ngoko yintoni ebandakanyekileyo kule nkqubo yaye ngubani omele azise inqwelo-mafutha yakhe ukuba ihlolwe?

Zonke izinto ezenziwa Lisebe Lamagosa Endlela zenziwa ngovisisana nolwalathiso oluqalathwe kumthetho weNational Roads Traffic Act No. 93 ka- 1996. Imimiselo esuka ku- 138 ukuya ku-148, epapashwe phantsi kwalomthetho ukhankanywe ngasentla, ithetha ngokuhlolwa ukufaneleka kweemoto ukuba zibe sendleleni. Ngokwale mimiselo, zonke iimoto ezitshintsha ubumnini okanye zithengisiwe, zimele ziye kuhlolwa ngaphambi kokuba zibhaliswe.

Zonke iinqwelo-mafutha ezithutha imithwalo enzima, (ilori nezigadla) okanye ithuthi zika wonke wonke (iiTeksi njl-njl) zimele zihlolwe nyaka ngamnye ngaphambi kokuba kuhlaziye ilayisenisi. Oku kuquka neebhasi ezimele zihlolwe roqo ngeenyanga ezintandathu. Yimbopheleleko yomnikazi moto ngamnye ukuqinisekisa okokuba imoto yakhe ihloliwe ukuze ifaneleke ukuba sendleleni.

Yintoni oyidingayo ukuze ukuze ukwazi ukwenza isicelo sesiqinisekiso sokuba sendleleni kwemoto?

- Incwadi yesazisi salowo uzisa imoto ukuba ihlolwe.
- Ikopi yesiqinisekiso sokubhaliswa.
- Iintlawulo ezigunyaziswe ngokwasemthethweni

Ziyi mali ni ezintlawulo

zigunyaziswe ngokwasemthethweni okwangoku?

Isicelo sokuhlolwa kwenqwelo-mafutha: Umthwalo Onzima – R165.00

Isicelo sokuhlolwa kwenqwelo-mafutha: Ibhasi – R165.00

Isicelo sokuhlolwa kwenqwelo-mafutha: Izithuthu – R55.00

Isicelo sokuhlolwa kwenqwelo-mafutha: Zonke ezinye – R135.00

Ukukhutshwa kwesiqinisekiso sokuhlolwa: R33.00

Ngawaphi amaxwebhu endiwadingayo xa ndisenza isicelo sesiqinisekiso sokuhlolwa?

Kufuneka ube noxwebhu oluyi ACR oluya kugcwaliswa ngulowo wamkela imali kwisikhululo sokuhlola iinqwelo-mafutha.

Ndinokusenza phi isicelo sokuhlolwa kwenqwelo-mafutha yam ibe nini?

Ukuhlolwa kweenqwelo-mafutha kwenziwa kuphela kwiSebe Lamagosa Endlela eAshton. Ukuhlolwa kweenqwelo-mafutha kwenziwa ukususela ngentsimbi yesi-8 kusasa ukuya kwintsimbi yesi-3 emva kwemini.

Kusetyenziswa inkqubo yokwenza amadinga. Oku kuthetha okokuba unokwenza idinga ngaphambi kokuba uye kwiofisi zaseAshton. Nceda uqaphele, zonke iintlawulo zimele zenziwe ngethuba owenza ngalo idinga.

Isiqinisekiso sokuhlolwa kwenqwelo-mafutha sihlala ixesha elingakanani?

Sihlala iintsuku ezingama-60.

Nayiphina imibuzo, izikhalazo okanye iingcebiso zinokuthunyelwa kwa- e-Natis@langeberg.gov.za.





Is jou motor padwaardig?

Die munisipale verkeerskantore is die afgelope paar weke toegegooi onder versoeke vir motorpadwaardigheidstoetse. Mens het toegestaan om navraag te doen of om hul voertuie te laat toets. Maar wat behels die proses en wie moet hul voertuie laat toets?

Alle transaksies wat deur die verkeersdepartement hanteer word, volg die riglyne soos gestipuleer in die Nasionale Padverkeerswet – 93 van 1996. Regulasies 138 - 148 handel oor motorpadwaardigheidstoetse.

Volgens die bepalings van hierdie regulasies moet alle motorvoertuie vir 'n padwaardigheidstoets geneem word wanneer dit van eienaar verander voordat dit geregistreer kan word, insluitend alle nuwe voertuie.

Indien die voertuig vir openbare vervoer gebruik word, of 'n swaarvoertuig is, moet dit jaarliks vir 'n padwaardigheidstoets geneem word voordat die lisensie hernu kan word. Busse moet elke ses maande getoets word.

Alle voertuie, soos hierbo genoem, wat op 'n openbare pad gebruik word, moet vir padwaardigheid getoets word. Dit bly die verantwoordelikheid van die eienaar om dit te laat doen.

Wat het jy nodig om aansoek te doen vir 'n padwaardigheidsertifikaat?

■ ID-dokument van die persoon wat die voertuig na die toets neem.

■ Afskrif van registrasiedokument van die voertuig.

■ Voorgeskrewe fooie.

Wat is die huidige voorgeskrewe fooie?

■ Aansoek om padwaardigheid: Swaarvoertuie – R165.00

■ Aansoek om padwaardigheid: Busse – R165.00

■ Aansoek om padwaardigheid: Motorfiets – R55.00

■ Aansoek om padwaardigheid: Alle ander – R135.00

■ Uitreik van padwaardigheidsertifikaat: R33.00

Watter vorms het ek nodig om aansoek te doen vir 'n padwaardigheidsertifikaat?

Die ACR-vorm word by die toetsstasie deur die kassier voltooi.

Watter tye kan ek padwaardigheidstoetse laat doen en waar?

Die Ashton-verkeersdepartement is tans die enigste toetsstasie in ons munisipale streek. Die toetse word elke dag gedoen van 08:00 tot 15:00.

Daar word van 'n afspraakstelsel gebruik gemaak, dit wil sê jy kan 'n afspraak vooruit gaan reël by die Ashton-verkeerskantore om lang wagtye te voorkom, maar let asseblief daarop dat u die fooi moet betaal wanneer 'n afspraak gemaak word.

Hoe lank is 'n padwaardigheidsertifikaat geldig?

60 dae.
Enige navrae of klagtes oor dienslewering, of voorstelle, kan per e-pos gestuur word en moet gerig word aan e-Natis@langeberg.gov.za.

Die verkeersdepartement van die Langeberg-munisipaliteit werk as 'n eenheid saam en begin die paaie beveilig deur padwaardigheidstoetse op alle voertuie uit te voer.



Invitation to Career Exhibition

The Langeberg Municipality is hosting a Career Exhibition in conjunction with the Western Cape Department: Education (Cape Winelands District), on Friday 22 February 2013. This exhibition will provide the youth and learners in the area with information regarding possible future career opportunities.

Approximately 30 representatives from training institutions will be available at the venue. Learners from grade 9 - 12, parents as well as those who have already matriculated can receive important and useful information regarding different courses, admission requirements & application procedures from these representatives.

For more information please contact Shandré Abrahams at (023) 626 2579 / Magriet van der Merwe at (023) 348 4672 / Kobus Wium at (023) 348 468.

Date : Friday 22 February 2013
Venue : Callie De Wet Hall, Robertson
Time : 09h00 – 13h30

SA Mokweni
 Municipality Manager

Private Bag X2
 ASHTON, 6715

Uitnodiging na Loopbaanuitstalling

Die Langeberg Munisipaliteit beplan 'n Loopbaanuitstalling in samewerking met die Wes-Kaapse Departement: Onderwys (Kaapse Wynland Distrik) op Vrydag, 22 Februarie 2013. Hierdie uitstalling sal jeudiges en leerders in die area voorsien van informasie omtrent moontlike beroepesgeleenthede vir die toekoms.

Ongeveer 30 verteenwoordigdes van tersiêre opleidingsinrigtings gaan stalletjies by die lokaal hê waar leerders van graad 9 -12, ouers asook die gene wat reeds gematrikuleer het belangrike en nuttige informasie omtrent kursusse, toelatingsvereistes en aansoekprosedures kan bekom.

Vir meer inligting kontak gerus vir Shandré Abrahams (023) 626 2579 / Magriet van der Merwe (023) 348 4672 / Kobus Wium (023) 348 4681.

Datum : Vrydag, 22 Februarie 2013

Plek : Callie De Wet Saal

Tyd : 09h00 – 13h30

SA Mokweni
 Munisipale Bestuurder
 Privaatsak X2
 ASHTON, 6715



ILangeberg izingca ngekliniki entsha ejikelezayo

UMasipala wenginqi yaseLangeberg uzingca ngekliniki entsha kraca ejikelezayo azothi ikwazi ukuzisa uncendo kwisininzi sabantu ku- lo mmandla kamasipala.

Le nqwelo intsha iyikliniki ejikelezayo, iza- kuhamba-hamba umgama wamakhululu-khu- lu ekhilomitha ngeveki ngenjongo yokufikelela kubo bonke abantu abangenandlela yoku- fumana ezonkonzo zempilo ezisisiseko.

“Indingeko yekliniki entsha ejikelezayo ya- bonakala ngakumbi xa leyo sasiyisebenzisa iminyaka elishumi isinika iingxaki ezingapheli- yo”,ucacise watsho uMatroni uGerda Eras- mus.

“Ibisoloko ixinga ingakumbi xa iqhutywa kwiindlela zomhlaba kwaye lo nto ibisenza sin- gawazi kwaphela ukufikelela kwezo ndawo besingcwangcise ukuya kuzo. Ibiyinxubakax- aka yokwenene.”

Icandelo lezeMpilo alizange lisisabelo isice- lo sekliniki yaseMontagu xa babecela ukubo- nelwa ngenqwelo entsha.

Uceba wakwa-wadi 7, uJacques Kriel wayi- bona ngoko nangoko imfuneko yokuba abah- lali bafumane inkonzo yempilo ephucukileyo, waze wakqiba kwelokuba amisele ikomiti ye- zempilo kule ngingqi.

Lo komiti yamiselwa ngo-Oktobha wonyaka odlulileyo, inamalungu ayi-11(alishumi elina- nye) aphuma kwezolimo kunye nooceba ba- kwa-wadi 7, 11 kunye no12, kwaqukwa nam- nye amalungu asekuhlaleni.

“Sayesaqonda ukuba le komiti yeyona in- okuthi ikwazi ukuthetha-thethana neCandelo lezeMpilo ukucela amancedo,”utshilo uceba u-Kriel.

Kwaye kwafakwa isicelo kuMphathiswa we- zeMpilo kwiNtshona-Koloni, u-Theuns Botha ngoNovemba 2012, saze sayifumana ikliniki ejikelezayo ngoDisemba wonyaka ophelileyo.

“Siyazingca kakhulu ngelinyathelo litsha. Si- ziva ngathi sinokwazi ukufikelela kuninzi lwa- bahlali yaye sincece nabo bantu ababechwe- thelwe ecaleni bengenandlela yokufikelela kwiinkonzo ezisisiseko.

“Abasebenzi basezifama babesoloko beshi- ywa ngasemva xa kusiwa iinkonzo zakwamas- ipala, siye sabona ukuba eli lithuba lokuba sifi- kelele nakubo yaye sibabonelele ngoncedo lwezempilo olusisiseko” uthethe watsho uCe- ba u-Kriel.

Le kliniki ijikelezayo ibonelela ngeenkonzo zeMpilo ezisisiseko eziquka ugcwangciso- ntsapho, ukuhlolwa kwabasetyhini, ukunike- zelwa kwamayeza kwabo bafumana unyango oluqhubekayo, ukuvavanyelwa intsholongwa- ne kaGawulayo, ukugonywa kweentsana ku- nye nokuhlolwa kwegazi.

Ikliniki izakujikeleza qho emva kweveki ezimbini, ityelela iinginqi.

Ukufumana iinkcukacha ezithe vetshe, nce- da uqhagamshelane neKliniki ebonelela ngon- cedo lwempilo olusisiseko eMontagu kwinom- bolo engu-023 614 8200.



CATALYST: Councillor Jacques Kriel (left) of the Langeberg Municipality, helped establish the local health forum in order to obtain the new mobile clinic from the Department of Health. Top: Councillor Kriel with Staff Matron Gerda Erasmus.

2013 council meetings

The council meeting schedule for 2013 is as follows:

- 28 February
- 25 April
- 20 June
- 29 August

- 17 October
- 3 December

All council meetings will be held in the Council Chamber at the Langeberg Municipality's offices in Church Street, Robertson.



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Queries or suggestions?
Do you have any suggestions on how we can improve our communication with you?
Or do you perhaps have queries about any of our articles?
Please contact Meriza Lakey at mlakey@langeberg.gov.za or visit us at the Municipal Building, Main Road 28, Ashton, 6715.

Navrae of voorstelle?
Het u dalk enige voorstelle oor hoe ons ons kommunikasie met u kan verbeter?
Of het u dalk navrae omtrent enige van ons artikels?
Kontak Meriza Lakey by mlakey@langeberg.gov.za of besoek ons gerus by die Munisipale gebou, Hoofweg 28, Ashton, 6715.

Imibuzo okanye iingcebiso?
Ingaba unobuzo kusini na iingcebiso malunga nendlela esinokuphucula ngalo unxibelelwano kunye nawe?
Okanye, ingaba unemibuzo ethile malunga nelinye lamanqaku ethu?
Nceda ke uqhagamshelane no-Meriza Lakey, ku-mlakey@langeberg.gov.za okanye umtyelelele kwisakhiwo sakwaMasipala esise-28 Main Road, Ashton, 6715.

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Langeberg spog met nuwe mobiele kliniek

Die Langeberg-munisipaliteit spog met 'n splinternuwe mobiele kliniek wat groot dele van die munisipale area sal bedien. Die nuwe bus-kliniek dek weekliks honderde kilometer in 'n poging om diegene te bereik wat nie toegang tot basiese gesondheidsdienste het nie.

“Die behoefte aan die nuwe mobiele kliniek het ontstaan na die vorige een, wat meer as 10 jaar oud was, talle meganiese probleme gegee het,” verduidelik stafmatrone Gerda Erasmus.

“Ons het altyd op die grondpaaie vasgeval en ons kon nie ons beplande bestemmings bereik nie. Dit was werklik 'n gesukkel.”

Die departement van gesondheid het nie reageer toe hulle deur die plaaslike kliniek op Montagu gevra is om met 'n nuwe voertuig te help nie.

Wyk 7 se raadslid, Jacques Kriel, het egter onmiddellik die gemeenskap se behoefte aan beter gesondheidsdienste raakgesien en besluit om 'n gesondheidsforum in die area op die been te bring.

Die forum is in Oktober verlede jaar gestig en bestaan uit elf lede vanuit die landbougemeenskap, die raadslede van wyk 7, 11 en 12, asook lede van die publiek.

“Ons het gedink die forum kan 'n kragtiger platform wees om die departement van gesondheid te nader om ons by te staan,” sê raadslid Kriel.

“'n Formele versoek is in November 2012 aan die provinsiale minister van gesondheid, Theuns Botha, gerig en ons het die mobiele kliniek in Desember verlede jaar ontvang.

“Ons is baie trots op hierdie nuwe inisiatief. Ons voel dat ons 'n wyer gemeenskap kan bereik en diegene kan bystaan wat voorheen by hierdie basiese dienste uitgesluit is.

“Plaaswerkers is altyd uitgesluit by munisipale diense en ons het gevoel dat hierdie 'n geleentheid was om hulle te bereik, en ook om hulle van basiese gesondheidsorg te voorsien.”

Die mobiele kliniek verskaf basiese gesondheidsorgdienste, insluitend gesinsbeplanning, papsmere, chroniese medisyne, MIV- en vigs-toetse, inentings, basiese babasorg en selfs bloedtoetse.

Die kliniek roteer elke veertien dae en besoek dus alle areas elke twee weke. Vir meer inligting, bel die Montagu Primêre Gesondheidsorgsentrum by 023 614 8200.

Langeberg boasts new mobile clinic

The Langeberg municipal area boasts a brand-new mobile clinic which will serve large parts of the municipal area.

The new mobile bus clinic covers hundreds of kilometres weekly in an attempt to reach those who do not have access to basic health services.

“The need for the new mobile clinic occurred after the previous one, which was over 10 years old, had numerous mechanical problems”, explained Staff Matron Gerda Erasmus. “We were always stuck on the gravel roads and we couldn't reach our planned destinations. It was a real hassle.”

The Department of Health was unresponsive when contacted by the local clinic in Montagu to assist with a new vehicle.

Ward 7 Councillor Jacques Kriel immediately identified the community's need for better health services and decided to form a health forum in the area.

The forum was established in October last year and consists of 11 members from the agriculture community, councillors from wards 7, 11 and 12 as well as members of the public.

“We thought that the forum could prove to be a stronger platform to approach the Health Department to assist us,” Councillor Kriel said. A formal request was lodged with Western Cape Provincial Minister of Health, Theuns Botha, in November 2012, and we received the mobile clinic in December last year.

“We are very proud of this new initiative. We feel like we can reach a wider community and assist those who were previously omitted from these basic services.

“Farmworkers are always excluded from municipal services and we felt that this was an opportunity to reach them and also provide them with basic healthcare,” Councillor Kriel said.

The mobile clinic provides basic health care services including family planning, pap smears, chronic medicine, HIV and Aids testing, immunisations, basic baby care and even blood testing.

The clinic rotates every fortnight and thus visits are as every second week.

For more information, please contact the Montagu Primary Health Care Centre on 023 614 8200.

