




 045 932 8125

 1, Seller Street, Maclear, 5480

 045 9321 094

 kwaneles@elundini.gov.a

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **17 July 2018**. For **queries** please email to at kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: MR S Mveku

Tel: 045 932 8122

For Supply Chain Queries: MR K Sobekwa –SCM

Tel: 045 932 8174

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DO INFRASTRUCTURE ASSET REGISTER AND PRIOR YEAR WIP VERIFICATION 2017-2018 : ELM-2/001/2018-2019

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> /) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) A Copy of business entity registration certificate e.g. CK Document
- 4) Certified ID copy/s of business entity owners
- 5) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php)

3. Returnable schedules required for tender evaluation processes

MBD 1: Invitation to bid

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

NB: No quotations will be considered from persons in the service of the state

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE _____



DATE _____

10/07/2018

SPECIFICATION

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DO CURRENT YEAR COMPLETED INFRASTRUCTURE (IMMOVABLE) ASSETS AND PRIOR YEAR WIP VERIFICATION ACCORDING TO GRAP 17 FOR 2017/18

The Municipality requires the services of properly qualified professionals for the preparation and update of the infrastructure asset register to ensure it complies with the requirements of GRAP along with other specific services.

The successful service provider will be expected to deliver the following:

- Physical verification of all current year completed projects (additions) infrastructure related assets for the 2017/18 financial year (excluding Land and buildings, investment property);
- Conditional assessment and impairment for all current year completed projects (additions) infrastructure related assets for the 2017/18 financial year (excluding Land and buildings, investment property);
- Componentisation of all infrastructure additions;
- Assist with prior and current year Work in Progress register value and impairment;
- GIS co-ordinates for all additions;
- Provide detailed report for conditional assessment, impairment and impairment calculations where performed;
- Provide methodology for the project;
- Ensure full compliance with the latest directives from National Treasury.
- Be available to answer audit queries.

Services not to be performed by successful service provider: if required will be out of scope.

- Elundini Municipality to provide reasons for impairment for prior year project impairments;
- Movable asset verification and compilation of FAR in all facets;
- Elundini Municipality to ensure all supporting evidence is available.

The following deliverables are expected:

- A GRAP 17 compliant asset register for Elundini Local Municipality;
- Details of the Methods and Calculations to support the outcomes and assumptions made;
- Conditional assessment data for utilization towards the maintenance of the immovable assets particularly roads and storm-water infrastructure;
- Report for conditional assessment and asset useful life review;
- Impairment testing and calculations report.

STAGE 1 OF EVALUATION – FUNCTIONALITY

FUNCTIONALITY

With regard to functionality the following criteria will be applicable and the maximum points of each criterion are indicated.

Only bidders who score 70% and more on stage 1 to be evaluated further on price evaluation.

DESCRIPTION	SCORING CRITERIA	POINTS ALLOCATED
Expertise		Maximum 30 Points
Professional Engineer (PrEng) in Engineering.	Professional Engineer (PrEng)	20 Points
Member of Recognised professional body	Member of Recognized professional body	10 Points
Experience		Maximum 40 Points
Signed Reference Letters 3x for similar projects	Less than 2 Reference letters	0 Points
	2 x Reference Letters	10 Points
	3 x Reference Letters	40 Points
Methodology		Maximum 30 Points
Detailed Work plan and methodological approach	Detailed Methodology with Sample of recent report	25 Points
Time Frames (Gantt Chart)	Time Frames (Gantt Chart)	5 Points

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

Price - 80 points

B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Etundini Local Municipality

No.1 Sellar Street,

Maclear

5480

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