



**ELUNDINI LOCAL MUNICIPALITY**  
**BID NOTICE**

Bids are hereby invited from suitable and competent occupational health and safety service providers for the conclusion of a framework contract for possible future capital projects, without a guarantee of a quantum of work

PROJECT NAME	CONTRACT NUMBER	COMPULSORY BRIEFING SESSION	CLOSING DATE	TECHNICAL QUERIES CONTACTS
Framework Contract for the Provision of Occupation Health & Safety Services in ELM Capital Projects	ELM-3/002/2016-2017	Wednesday, 23 August 2016, Town Hall Erf 201 in Maclear from 11:00 to 11:30	Monday, 05 September 2016	Mr Z Bikitsha 045 932 8100 Email : zolab@elundini.gov.za

The minimum specification is detailed in the bid document.

**OBTAINING OF TENDER DOCUMENTS:**

Bid Documents will be available from the SCM Unit upon payment of a **non-refundable** cash fee of **R250.00 (Two hundred and Fifty rands only)** (paid in cash or by means of an electronic funds transfer (EFT)) made payable to Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00** during the normal working hours prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Tuesday, 22 August 2016**.

**SUBMISSION OF TENDERS:**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with "**NAME OF CONTRACT AND CONTRACT NUMBER**" must be delivered to the **ELUNDINI LOCAL MUNICIPALITY** offices, at No. 1 Seller Street, Maclear and placed in the Tender Box situated at the cashier's reception area, Finance Department not later than **12H00 on Monday, 05 September 2016** at which time the tenders will be opened in public.

**THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:**

- An original valid SARS Tax Clearance Certificate **OR** Tax Compliance status documents with PIN from SARS
- Proof of registration with Central Supplier Database (CSD)
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level)
- A Copy of business entity registration certificate e.g. CK Document
- Certified ID copy/s of business entity owners
- A 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 or a letter from a ward councilor
- A Company Profile with contactable references.
- National Diploma qualification in Occupational Health & Safety or equivalent (NQF level 6 or higher ) for at least 50% of the members or directors
- Competence certificates such as follows: SAMTRAC/NEBOSH certificate, OHSAS ISO 18001 certificate, SAIOSH registration and SACPCMP or letter from council stating you are registered.
- Joint ventures must submit the following:
  - ✓ Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level
  - ✓ Joint Venture Agreement

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- The Elundini Local Municipality Supply Chain Management Policy will apply;(This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website:[www.elundini.gov.za](http://www.elundini.gov.za))
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered prior to the tender closing date.

**Bidding process Enquiries should be directed to:**

**Ms H. Mdzulwana**

**Tel: 045 932 8103**

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**K. GASHI**  
**MUNICIPAL MANAGER**  
**ELUNDINI MUNICIPALITY**

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
<b>Experience:</b>			<b>Maximum 25 Points</b>
Tenderer has experience in successfully completing projects of similar value and complexity to this project	Submission of the Project Reference Returnable completed, five (5) projects executed by the tenderer. The municipality will contact your referees to request project performance ratings. Verification of completed projects to be submitted in the form of a completion certificate or reference letter from the previous employer (it must be in the letter head of the previous employer and signed for)	1 x project = 5 points 2 x projects = 10 points 3 x projects = 15 points 4 x projects = 20 points 5 x projects = 25 points	
<b>Expertise :</b>			<b>Maximum 85 Points</b>
Expertise of key personnel on similar (scope, value & complexity) of projects that the competent person will be working actively on for the full duration of any project (Please note that in the event where Health and Safety Officer changes the criteria will remain the same as below )			
<b>HEALTH AND SAFETY OFFICER</b>			
Health and Safety Officer Experience	Submit Curriculum Vitae with clear relevant experience in the Health and Safety services for the past three (3) years and above contactable references must be provided	3 years relevant experience = 10 points 4 years relevant experience = 20 points 5 years and above relevant Experience = 30 points	
Qualifications	National Diploma in Occupational Health & safety or equivalent (NQF level 6 or higher) Competence certificates such as follows: SAMTRAC / NEBOSH certificate OHSAS ISO 18001 Certificate SAIOSH Registration SACPCMP or letter from council stating you are registered	10 points per Certificate = 50 points	
Letter of undertaking	A letter signed by the Health and Safety Officer shall be submitted confirming his/her appointment for the role on the project.	= 5 points	
<b>WORK PLAN:</b>			<b>Maximum 10 Points</b>
Detailed work plan and milestones in a GANTT CHART format			
	GANTT CHART FORMAT	4 points	
	PROJECT PERIOD	6 points	
<b>TOTAL</b>			<b>120</b>