



ELUNDINI LOCAL MUNICIPALITY
BID NOTICE

Bids are hereby invited for the Professional Services for the following services

PROJECT NAME	CONTRACT NUMBER	CLOSING DATE	TECHNICAL QUERIES CONTACTS
Land Survey for Cemeteries and Waste Sites	ELM-6/002/2016-2017	Wednesday, 14 September 2016	Ms Z. Nonkula 045 932 8216 Email : zamazulu@elundini.gov.za

The minimum terms of reference 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 **Wednesday , 31 August 2016**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **LAND SURVAY FOR CEMETERIES AND WASTE SITES : ELM-6/002/2016-2017"** 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 **Wednesday , 14 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
- Tax Compliance status documents with PIN from SARS
- Central Supplier Database (CSD) registration report
- 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.
- Degree or National diploma in Land Surveying from South African Institutions
- Certificate of registration with PLATO (South African Council for Professional and Technical Surveyors).

Please note the following:

- Failure to submit required certificates and information will lead to zero score on Functionality stage.
- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.
- Bidders must FULLY complete, SIGN tender document and INITIAL every page. Failure to do so may lead to the tender deemed non-responsive.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price Points	-	80 points
B-BBEE Status Level of Contributor	-	20 points
TOTAL		100 points

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contribution	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

Received Responsive bids on both projects will be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

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

ITEM	WEIGHT
STAGE 1 OF EVALUATION – FUNCTIONALITY	
FUNCTIONALITY	
• Experience	30
• Expertise	60
• Work Plan	20
TOTAL	110
STAGE 2 OF EVALUATION – PRICE & B-BBEE POINTS	
PRICE	80
BBBEE POINTS	20

NB: A detail breakdown of functionality (stage 1 of evaluation criteria) is available on ELM Website: www.elundini.gov.za and table attached in tender document.

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)
- 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. Mduzulwana

Tel: 045 932 8103

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPALITY

FUNCTIONALITY

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
Experience:			Maximum 30 Points
Tenderer has experience in successfully completing projects of similar work for an organ of state within the last 5 years.	Submission of 3 Signed SG diagrams	10 points for each SG diagram	
Expertise :			Maximum 60 Points
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 the land surveyor changes the criteria will remain the same as below)			
LAND SURVEYOR			
Land Surveyor Experience	Submit Curriculum Vitae with clear relevant experience in providing professional services as a land surveyor in the past 5 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 or Degree in Land Surveying.	= 10 points	
Professional registration	Certificate of registration with PLATO	=10 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.	= 10 points	
WORK PLAN:			Maximum 20 Points
Detailed work plan and milestones in a GANT CHART format			
	GANT CHART FORMAT	10 points	
	BREAKDWN OF TASKS	4 points	
	INDICATION OF THE SEQUENCE OF TASKS	2 points	
	WORK SCHEDULE FROM THE DATE THE ELM ACCEPTS FROM THE PROPOSAL TO THE COMPLETION OF THE PROJECT	2 points	
	APPROACH WHICH WILL BE USED BY THE SERVICE PROVIDER TO COMPLETE THE TASKS	2 points	
TOTAL			110