



ELUNDINI LOCAL MUNICIPALITY

BID NOTICE

Elundini Local Municipality is inviting all suitable, qualified and experienced Service Providers to Bid the following services for a period of 2 (two) year:

PROJECT NAME	CONTRACT NUMBER	EVALUATION CRITERIA (PPPFA)	CLOSING DATE	QUERIES CONTACTS
Supply of Service Kits, Labour, Maintenance and Repairs of Plant for 2 (two) years	ELM-3/040/2016-2017	90/10 System	Wednesday, 19 October 2016	Technical queries Mr G. Hall : (045) 932 8129 Bidding : Ms H. Mduzulwana 045 932 8103
Hire of a Low Bed for 2 (two) years	ELM-3/039/2016-2017	90/10 System	Wednesday, 19 October 2016	Technical queries Mr G. Hall : (045) 932 8129 Bidding : Ms H. Mduzulwana 045 932 8103

The minimum specification is detailed on the tender documents for the following:

Supply of Service Kits and the labour for the Maintenance and repairs of Construction / Maintenance Plant for 2 (two) years

Hire of Low Bed to Transport Municipal Plant for 2 (two) years

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, 19 October 2016**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **relevant Bid Name and 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 Wednesday, 19 October 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 SARS Tax Compliance status with PIN
- 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.
- Proof of registration with National Treasury Central Supplier Database Registration (CSD)

Please note the following:

- 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.

Received Responsive for Bid No: ELM-3/040/2016-2017 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	
• Business Operation	20
• Contactable References	15
• Location of Business	15
• Skills Transfer	25
• Mentorship	25
TOTAL	100
STAGE 2 OF EVALUATION – PRICE & B-BBEE POINTS	
PRICE	90
BBBEE POINTS	10

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.
- Only local manufactured vehicles will be considered for the above tenders

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPALITY

3. Functionality

Criteria	Sub criteria	Points Allocation
Service provider's business should have been established for minimum of 5 years in the field of maintenance of construction plant	5 points for 5years 10 points from 6 years to 10 years 15pnts from 11 years to 15 years 20 points from 16 years to 20 years and over	20
As list of contactable referances	5 points for 1 to 3 contactable references 10 points for 4 to 6 contactable references 15 points for 7 to 9 contactable references	15
As the distance from Elundini will have a direct impact on costs, points based on the distance between service provider location and Maclear is of importance	100 km radius of Maclear 15points 200km radius of Maclear10 points 300 km radius of Maclear 5 points	15
Basic skills transfer to municipal Assistant Mechanic	A clear skills transfer plan must be submitted with activities to be carried out when the servicing of plant is implemented	25
Mentorship of municipal Assistant Mechanic	A mentorship programme must be submitted which gives clear objectives to ensure that preventative maintenance is carried out on plant.	25
Total		100

Functionality will be used to prequalify the bidders. Service providers will pass functionality if, and only if they score an overall 70 or higher for functionality. A proposal that scores less than 70 points out of 100 will not be considered further.