



**ELUNDINI LOCAL MUNICIPALITY**  
**REQUEST FOR PROPOSAL**  
**DEVELOPMENT OF ELUNDINI LOCAL MUNICIPALITY COMPLIANCE MANUAL**

Elundini Local Municipality is inviting all suitable, qualified and experienced Service Providers to submit proposal for the following:

PROJECT NAME	CONTRACT NUMBER	EVALUATION CRITERIA (PPPFA)	CLOSING DATE	CONTACT DETAILS
Request for Proposal: Development of ELM Compliance Manual	ELM-1/005/2016-2017	80/20 System	Monday, 17 October 2016	Technical Queries: Mr Z. Dube 045 932 8247 E-mail <a href="mailto:dubez@elundini.gov.za">dubez@elundini.gov.za</a> Bidding Process: Ms H. Mduzulwana 045 932 8103

**OBTAINING OF TENDER DOCUMENTS:**

Bid Documents with detailed Terms of reference 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 **Monday, 03 October 2016**.

**SUBMISSION OF TENDERS:**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **"Request for Proposal: Development of Elundini Local Municipality Compliance Manual, ELM-1/005/2016-2017"** 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 Monday, 17 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 Tax Compliance status documents with PIN from SARS
- Proof of registration with 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 and 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 Compliance Institute of South Africa Practitioners

**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.

**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 will be called for Presentation and to be evaluated further on price evaluation.**

ITEM	WEIGHT
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
<b>FUNCTIONALITY</b>	
• Expertise and Experience	30
• Technical Submission	70
• Implementation	10
<b>TOTAL</b>	<b>110</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; B-BBEE POINTS</b>	
<b>PRICE</b>	<b>80</b>
<b>BBBEE POINTS</b>	<b>20</b>

**NB: A detail breakdown of functionality (stage 1 of evaluation criteria) is available on ELM Website: [www.elundini.gov.za](http://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.

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

## Functionality Evaluation Score Card

*Bids that scores less than 70 (seventy) points out of 100 (one hundred) points in respect of the following pre-evaluation eligibility criteria, will be regarded as non-responsive*

	Description	Points
<b>1</b>	<b>Expertise and Experience</b>	<b>30</b>
1.1	Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project. Bidders to submit work-List of projects similar undertaken with contactable references and documented proof of appointment.	Less than 4 projects = 0 points 4 to 6 project = 5 points 7 to 10 projects = 10 points
1.2	Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience relevant to the project	Registered with Compliance Institute Southern Africa allocated to this project = 10 CV of team leader allocated to this project > 5 years relevant experience & participant in more than 5 similar project all to be in public sector = 10
<b>2</b>	<b>Technical Submission</b>	<b>70</b>
2.1	Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner	Windows complaint program = 5 points Gant chart format for process plan = 5 points Copy of proposed electronic secured paper trail form = 10 points List of all relevant compliance processes proposed for the institution = 10 points Effective change management plan = 10 points Methodology to compile a Compliance Manual and give benchmarks to similar institutions. = 10 points The methodology must be supported with a well-structured and documented business process. = 10 Support with training solutions and services offering. = 10
<b>3</b>	<b>Implementation</b>	<b>10</b>
3.2	Realistic detailed Program indicating clear timeframes and tasks in the implementation of the project scope of work	Detailing all the requirements depicted in the terms of reference = 10
	<b>TOTAL</b>	<b>110</b>