



045 932 8218

1, Seller Street, Maclear, 5480

086 216 8784

[thulin@elundini.gov.za](mailto:thulin@elundini.gov.za)

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 11 October 2017. For **queries** please email to [thulin@elundini.gov.za](mailto:thulin@elundini.gov.za) or faxed to 086 216 8784

For Technical Queries: Mr. Z Mzileni  
For Supply Chain Queries: Ms. N. Thuli

Tel: 045 932 8188  
Tel: 045 932 8218

### **DEVELOPMENT OF OPERATIONAL PLANS FOR THREE LANDFILL SITES AT ELUNDINI LOCAL MUNICIPALITY - ELM-5/010/2017-2018**

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code )
- 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) or Sworn Affidavit confirming BBBEE Level.
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 (downloadable on the website and found at Supply Chain Office).
- 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 councillor.
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

**NB: No quotations will be considered from persons in the service of the state<sup>1</sup>**

The minimum threshold for functionality is 70%

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

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- 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 part of the bid;
- Bids which are late, incomplete, unsigned, will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 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.

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- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated.
- Bidder must indicate the bid number and postal address on the sealed envelope in the event that the municipality decides to re-advertise the bid.
- Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

4/10/2017

**DEVELOPMENT OF OPERATIONAL PLANS FOR THREE (3) LANDFILL SITES AT ELUNDINI LOCAL MUNICIPALITY**

**SPECIFICATION**

Description	SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP OPERATIONAL PLANS FOR 3 LANDFILL SITES																																						
1. Introduction	The aim of this bid is to appoint a suitably qualified Professional Service Provider to develop Operational Plans for 3 landfill sites at Elundini Local Municipality. These sites are located at Mt. Fletcher, Ugie and Maclear.																																						
2. Scope	The appointed service provider will be expected to do the following: <ul style="list-style-type: none"> <li>a) Inception Meeting with Elundini LM, DEDEAT and Interwaste</li> <li>b) Obtain the following documents for use as source data:               <ul style="list-style-type: none"> <li>1. Landfill Site Permits</li> <li>2. PPP Agreement</li> <li>3. Elundini IWMP</li> <li>4. Previous Audit Reports</li> <li>5. NEMWA Waste Act 59 of 1998</li> <li>6. Other documents (e.g. Norms &amp; Standards)</li> </ul> </li> <li>c) Conduct Site Visits and engage with ELM, JGDM, DEDEAT &amp; Interwaste</li> <li>d) Develop and present first draft of the Operational Plans</li> <li>e) Submit final draft of Operational Plans for each Landfill Site</li> </ul>																																						
3. Standard Service and Conditions	<ul style="list-style-type: none"> <li>a) Bidders must attend a Compulsory briefing session.</li> <li>b) Bidders are expected to delegate the required professionals to be available for this project.</li> <li>c) The final document must be in compliance with the Permit Conditions and must not contravene the legislation.</li> <li>d) The successful bidders will be required to generate 6 copies of the Operational Plans in colour (2 for each Site) and also provide 3 PDF copies and 3 word document copies.</li> <li>e) The project must be completed within one month (30 Days)</li> <li>f) Bidders must submit a Project Plan with Time Lines</li> </ul>																																						
4. Pricing Schedule	<p>All tariffs (Price) must include production, transportation, labour and all materials necessary to deliver the project as per terms contained in this specification. No claims for transport, labour and material will be accepted. Please indicate your tariffs per unit for the services required as indicated in table 1 below:</p> <p><b>Table 1: Quotation Pricing Format (Pricing/Bill of Quantities)</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Description</th> <th rowspan="2">Quantity</th> <th rowspan="2">Rate</th> <th colspan="2">Amount</th> </tr> <tr> <th>R</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ugie Landfill Site Operational Plans</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Mt Fletcher Landfill Site Operational Plans</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Maclear Landfill Site Operational Plans</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Sub Total</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Plus 14% vat</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Description	Quantity	Rate	Amount		R	C	1	Ugie Landfill Site Operational Plans	1				2	Mt Fletcher Landfill Site Operational Plans	1				3	Maclear Landfill Site Operational Plans	1				Sub Total						Plus 14% vat					
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### 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*

1.	Evaluation	1.1 Functionality Evaluation																					
	<b>Criteria</b>	<p>Circular No. 53 will be applied for functionality</p> <p>Bidders to note that a minimum threshold of 70 % must be scored in order to proceed to the pricing phase.</p> <p>The minimum threshold for functionality is 70%.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 65%;">Requirement</th> <th style="width: 20%;">Score</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>The Project Leader must have Honors Degree in Environmental Management or Post Graduate Qualification in Environmental Management and 5 years relevant experience (attach proof of qualification/s and CV) (20 Points)  Must have a Qualification in Project Management NQF 7 (attach proof of qualification) (10 points)</td> <td>30</td> </tr> <tr> <td>Project Team</td> <td>1 team member must have a Degree / B. Tech in Civil Engineering and 5 years relevant experience  (attach proof of qualification/s and CV) (20 points)</td> <td>20</td> </tr> <tr> <td>Professional Registration</td> <td>Project Manager and team member must be registered in with Professional Bodies (attach proof of registration with Professional body) (20 points)</td> <td>20</td> </tr> <tr> <td>Project Experience of the Bidding Firm / company</td> <td>Bidders to attach appointment letters, completion certificates or recommendation letter for similar project successfully completed.  10 points per project to a maximum of 30 points (3 projects)</td> <td>30</td> </tr> <tr> <td colspan="2">Minimum Threshold required</td> <td>70</td> </tr> <tr> <td colspan="2">Total Points</td> <td>100</td> </tr> </tbody> </table>	Item	Requirement	Score	Project Manager	The Project Leader must have Honors Degree in Environmental Management or Post Graduate Qualification in Environmental Management and 5 years relevant experience (attach proof of qualification/s and CV) (20 Points)  Must have a Qualification in Project Management NQF 7 (attach proof of qualification) (10 points)	30	Project Team	1 team member must have a Degree / B. Tech in Civil Engineering and 5 years relevant experience  (attach proof of qualification/s and CV) (20 points)	20	Professional Registration	Project Manager and team member must be registered in with Professional Bodies (attach proof of registration with Professional body) (20 points)	20	Project Experience of the Bidding Firm / company	Bidders to attach appointment letters, completion certificates or recommendation letter for similar project successfully completed.  10 points per project to a maximum of 30 points (3 projects)	30	Minimum Threshold required		70	Total Points		100
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**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:**

Elundini Local Municipality

No.1 Seller Street,

Maclear

5480

  
Published on 4 October 2017