



**ELUNDINI LOCAL MUNICIPALITY**  
**REQUEST FOR PROPOSAL**

Elundini Local Municipality is inviting all suitable, qualified and experienced service providers to bid for the following:

PROJECT NAME	CONTRACT NUMBER	COMPULSORY CIDB Grading	CLOSING DATE	TECHNICAL QUERIES CONTACTS
Electricity Meter Auditing in Maclear and Ugie	ELM-3/100/2015-2016	2EB	Monday, 20 June 2016	Mr L. Rozani Tel: 045-932 8134

The terms of reference s are 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) per document** (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, 06 June 2016**.

**SUBMISSION OF TENDERS:**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with "**Electricity Meter Auditing in Maclear and Ugie – ELM-3/100/2015-2016**" 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, 20 June 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
- 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 Good Standing with Compensation of Occupational Injuries and Diseases (COID) only, not a letter from Department of Labour
- Valid Certified proof of registration with CIDB, minimum grading of 2EB or higher
- Certified copy of valid Installation Electrician Wiremen's License (3 Phase)
- Certified copy of valid registration with Electrical Contractors Board
- Health and Safety Plan specific to the project work
- A proof of resolution by board of Directors of the company (Bidder) giving authority to company's representative to sign documents related to this contract
- For Joint Venture, the following documents are mandatory:
  - a) Joint Venture Agreement
  - b) Letter of Signatory
  - c) Joint B-BBEE certificate

**Please note the following:**

- Failure to submit required 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
<b>TOTAL</b>		<b>100 points</b>

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

<b>B-BBEE Status Level of Contribution</b>	<b>Number of points (80/20 System)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Received Responsive bids on this project 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.

<b>ITEM</b>	<b>WEIGHT</b>
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
<b>FUNCTIONALITY</b>	
1. Expertise and Experience	45
2. Tools and Equipment	25
3. Delivery Period	20
4. Methodology	10
<b>STAGE 2 OF EVALUATION – PRICE &amp; B-BBEE POINTS</b>	
<b>PRICE</b>	<b>90</b>
<b>BBBEE POINTS</b>	<b>10</b>

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

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