



Elundini Local Municipality Tender Notice and Invitation to Tender

The Elundini Local Council invites tenders for professional engineering services relating to the construction and rehabilitation of bridges to enter into a 2 year framework term with without a guarantee of a quantum of work.

Tittle	Bid No
Framework contract for Professional Civil Engineering Services relating to the construction and rehabilitation of Bridges within the Elundini Municipal Area	ELM-3/038/2017-2018

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. The tender documents will be available from Monday, 19 March 2018.

Queries relating to the issue of these documents may be addressed to Ms H Mdzulwana, Tel No. 045 932 8100 or email: hlubikazi@elundini.gov.za

Technical enquiries may be addressed to Mr. Piwe Luvo Mpendulo on email: piwem@elundini.gov.za

A **compulsory clarification meeting and site inspection** with representatives of the Employer will take place at the Maclear Town Hall on Monday, 26 March 2018 starting at 10:00 to 11:00. **Late arrivals will only be considered up to 10H15**

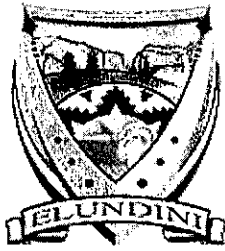
Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Maclear, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Monday, 02 April 2018** at which time the tenders will be opened in public. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

The scope of work, eligibility criteria and functionality evaluation criteria will be uploaded on the municipality's website www.elundini.gov.za

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

K GASHI - MUNICIPAL MANAGER



Elundini Local Municipality

ELM-3/038/2017-2018

Framework contract for Professional Civil Engineering Services relating to the Construction and Rehabilitation of Bridges within the Elundini Municipal Area

T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Construction Procurement – Part 3: Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. These standards should be read in conjunction with the National Treasury's Standard for Infrastructure Procurement and Delivery Management (SIPDM).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is the Elundini Local Municipality
3.2	The Tender Documents issued by the Employer comprise the documents listed on the contents page.
3.4	The employer's agent is : Mr P L Mpendulo Tel No. 045 932 8100 Fax 086 505 9447 email: piwem@elundini.gov.za
4.1	Only those tenderers who have been represented by one of their full time employees at the compulsory clarification meeting , who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated: 1. The primary business of the tendering entity is to provide independent technology-based intellectual services to clients. 2. The tenderer: a) Is not an unincorporated joint venture; and b) Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of

	<p>the partners;</p> <p>3. The tenderer has as a full time employee a suitably qualified civil engineer who will either provide the service or who will direct the services which are to be provided, and who is registered either as a Professional Engineer or a Professional Engineering Technologist in terms of the Engineering Profession Act.</p> <p>4. The tendering entity is either a member of Consulting Engineers South Africa or has at least 50 % of its directors and members, in the case of a company and close corporation respectively, or partners in the case of partnerships, professionally registered as a Professional engineer or Professional engineering technologist in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000)</p> <p>5. The tenderer is able to provide suitable financial statements for the preceding financial year within 12 months of the financial year end.</p> <p>6. The tenderer has a turnover during its preceding financial year which is not less than R 1,5 million.</p> <p>7. The tenderer can provide at least three contactable client references for the provision of civil engineering services relating to the design and construction supervision of bridges which generated a fee income of at least R0,75 m including VAT and which has been satisfactorily completed during the last five years.</p> <p>8. The tendering entity has professional indemnity insurance cover issued by a reputable insurer in an amount of not less than R 3,0 million in respect of a claim without limit to the number of claims.</p>
4.7	<p>The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>A full time employee of the tenderer must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be evaluated from only from those tendering entities appearing on the attendance list.</p>
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. No copies are required
4.13.5 4.15	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: Elundini Municipality Cashier's reception area Finance Department</p> <p>Physical address: 1 Seller Street Maclear 5480</p> <p>Identification details: Tender no, Title of Tender and the closing date and time for tenders</p> <p>The tender box is only open on weekdays between 08:00 and 16:00</p>
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
4.16.1	The tender offer validity period is 8 weeks.
4.13.4	<p>The tenderer is required to submit with his tender:</p> <p>1) A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing.</p> <p>2) a copy of the tenderer's professional indemnity insurance; and</p> <p>3) a copy of Engineering Council of South Africa registration certificate for the Principal Consultant (key person)</p>
5.1	The Employer will respond to requests for clarification received up to 3 working days before the tender closing time.
5.4	Tenders will be opened immediately after the closing time for tenders.

5.11.1	The financial offer will be reduced to a comparative offer using the Tender Assessment Schedule.														
5.11.5	<p>The procedure for the evaluation of responsive tenders is Method 4</p> <p>The total number of tender evaluation points (T_{EV}) shall be determined in accordance with the following formula.</p> $T_{EV} = 0,6 (N_{FO} + N_P) + 0,4 N_Q$ <p>N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7 where the score for financial offer is calculated using Formula 2 and W_1 equals 80.</p> <p>N_P is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule</p> <p>N_Q is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9 where $W_2 = 100$.</p> <p>Up to 100 minus W_1 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.</p>														
5.11.9	<p>The quality criteria and maximum score in respect of each of the criteria are as follows:</p> <table border="1"> <thead> <tr> <th>Quality criteria</th> <th>Subcriteria</th> <th>Maximum number of points</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Experience of Principal Consultant (Key person) (Schedule 1)</td> <td>Professional profile in relation to the required service</td> <td>30</td> </tr> <tr> <td>Experience in relation to the required service</td> <td>30</td> </tr> <tr> <td>Value add (Schedule 2)</td> <td>-</td> <td>40</td> </tr> <tr> <td colspan="2">Maximum possible score for quality (M_s)</td> <td>100</td> </tr> </tbody> </table> <p>Each evaluation criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.</p> <p>The minimum number of evaluation points for quality is 70.</p>	Quality criteria	Subcriteria	Maximum number of points	Experience of Principal Consultant (Key person) (Schedule 1)	Professional profile in relation to the required service	30	Experience in relation to the required service	30	Value add (Schedule 2)	-	40	Maximum possible score for quality (M_s)		100
Quality criteria	Subcriteria	Maximum number of points													
Experience of Principal Consultant (Key person) (Schedule 1)	Professional profile in relation to the required service	30													
	Experience in relation to the required service	30													
Value add (Schedule 2)	-	40													
Maximum possible score for quality (M_s)		100													
5.13	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing; the tenderer or any of its principals is not listed on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 or on National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za) the tenderer has not: <ol style="list-style-type: none"> abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect; the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process; and the tenderer is not more than three months in arrears in its municipal rates and taxes or municipal service charges, if applicable. 														
5.17	The number of paper copies of the signed contract to be provided by the employer is one.														



Elundini Local Municipality

ELM-3/038/2017-2018

Framework contract for Professional Civil Engineering Services relating to the Construction and Rehabilitation of Bridges within the Elundini Municipal Area

T.2.1 List of returnable documents

1 Documentation to demonstrate eligibility to have tenders evaluated (see F2.1)

- Practice declaration

Note: Failure to complete this documents will result in the tender not being eligible to be evaluated

2 Returnable Schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant:

- Compulsory Enterprise Questionnaire
- Attendance of compulsory clarification meeting
- Record of Addenda to Tender Documents
- Preferencing Schedule: Broad Based Black Economic Empowerment Status, if preference claimed
- Practice Declaration
- Evaluation schedule 1: Principal Consultant (Key person)
- Evaluation Schedule 2: Value added by Tenderer
- Evaluation schedule 3: Approach paper

The Tenderer's attention is drawn to the eligibility criteria which require the tenderer to provide the required evidence in their tender submissions in order to be eligible to have their tenders evaluated. Tenderers who fail to provide the required documentation will not have their tenders evaluated.

3 Other documents required for tender evaluation purposes

The tenderer must provide the following returnable documents:

- Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) or a registered auditors approved by IRBA if preference points are claimed in respect of Broad-Based Black Economic Empowerment.
- A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing
- a copy of the entity's professional indemnity insurance certificate
- a copy of Engineering Council of South Africa registration certificate for the Principal Consultant (key person)
- suitable financial statements for the preceding financial year within 12 months of the financial year end which are in accordance with legislative requirements
- proof of membership of Consulting Engineers South Africa, if applicable
- a statement of municipal account which is not older than three months

4 Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract

None

5 Other documents that will be incorporated into the contract

- C1.1 Offer portion of Form of Offer and Acceptance
- C1.2 Contract Data (Part 2)
- C2.2 Staff rates
- C2.3 Adjustment factor

The Tenderer's attention is drawn to Part 2 of the Contract Data which requires the Tenderer to tender staff rates. Failure to tender the staff rates will render the tender non-responsive. Failure to tender the staff rates in the prescribed manner may compromise the competitiveness of the tenderer.

Failure to sign the form of offer and acceptance will render the tender "non-responsive".

Evaluation Schedule1 : Experience of Principal Consultant (key person)

The experience of the Principal Consultant (Key person whose name is stated as such in Part 2 of the Contract Data) will be evaluated i.e. the person who will provide the services or under whose direction the services is to be provided (see scope of work).

This will be undertaken in relation to:

- 1) Professional profile: general experience (total duration of professional activity), level of education and training and positions held which have a bearing on the required service.
- 2) Experience in relation to the required services

A CV of the Principal Consultant of **not more than 4 pages** must be attached to this schedule. Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate experience (year, organization and position / responsibilities)
- 5 Outline of assignments / experience that has a bearing on the required services giving dates, nature and scope of that has been undertaken including the level of responsibility
- 6 Professional activities which have a bearing on the service

Certificates / suitable proof of membership must be attached to this schedule

The scoring will be as follows:

Rating / score	General experience and qualifications in relation to the service	Adequacy for the service
0	Tenderer has submitted no information or inadequate information to determine scoring level or does not have an appropriate professional profile or experience..	
Poor (score 40)	Principal Consultant has a limited professional profile	Principal Consultant has limited levels of experience in the required service
Satisfactory (score 70)	Principal Consultant has reasonable professional profile	Principal Consultant has reasonable levels of experience in the required service
Good (score 90)	Principal Consultant has an extensive professional profile	Principal Consultant has extensive levels of project specific experience in the required service
Very good (score 100)	Principal Consultant has outstanding professional profile	Principal Consultant has outstanding levels of project specific experience in the required service

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

Evaluation Schedule 2: Value add by tenderer

The value added by the tenderer in delivering the service will be evaluated i.e. the answer to the question as to why the Employer will derive better value for money by contracting with the tenderer rather than with any other tenderer.

Examples of value add include:

- internal quality control systems
- previous or current work related to the required service
- local knowledge
- office in the vicinity where the works are required
- depth of in-house expertise in the design and implementation of bridges apart from that residing in the Principal Consultant
- approach to the provision of the required service
- software packages, proprietary products, etc

The tenderer must briefly outline the value add offered in not more than four pages and attach this to this page. The tenderer should also state what value add other staff members will provide to the service.

The scoring of the tenderer's value added will be as follows:

0	Tenderer has submitted no information or inadequate information to determine scoring level.
Poor (score 40)	Tenderer offers limited value add to the required service
Satisfactory (score 70)	Tenderer offers attractive value add to the required service
Good (score 90)	Tenderer offers very desirable value add to the required service
Very good (score 100)	Tenderer offers exceptional value add to the service required.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	Date
Name	Position
Tenderer	

Tender Assessment Schedule (NEC3 PSC)

This schedule is for information only and does not need to be completed. The evaluators will apply this schedule to arrive at a comparative offer in the evaluation of tenders

WARNING: Tenderers who tender different pricing parameters (i.e. alternative offers) may compromise their competitive position e.g. by tendering Rands per hour where a rate in cents per hour / R100 of total annual cost of employment is required.

The parameters tendered in the Contract Data by the *Consultant* are to be reduced to a common base for comparative purposes as follows:

1) Average time charge / hour for tender comparative purposes only

$$= f_1 \times A + f_2 \times B \times TAC / 100 / 100$$

where:

- f_1 is a weighting factors with a value of 0,5
- f_2 is a weighting factor with a value of 0,5
- A is the tendered Rate / hour for key consultant or director, member or partner tendered in C2.2 Staff rates
- B is the tendered cents per hour / R100 of total annual cost of employment for professional and technical staff tendered in C2.2 Staff rates
- TAC is the average total annual cost of employment with a value of R 400 000 which is assumed only for comparative purposes

$$= 0,5 \times A + 0,5 \times B \times 400\,000 / 100 / 100$$

$$= 0,5 \times \dots + 0,5 \times \dots \times 400\,000 / 100 / 100$$

$$= \text{.R} \dots \text{.} / \text{hour} \text{ ①}$$

Assuming that 1 000 hours of work are based on Time Charges, the cost of such work will be:

$$= 1\,000 \times \text{①}$$

$$= 1\,000 \times \dots$$

$$= \dots \text{ ②}$$

2) Time charge on a monthly basis:

$$= C \times TAC / 12 \times n$$

Where C is the tendered factor for professional and technical staff tendered in C2.2 Staff rates
 TAC is the average total annual cost of employment with a value of R 400 000 which is assumed only for comparative purposes
 n is the number of months

Assuming that 12 months of work are based on Time Charges on a monthly basis, the cost of such work will be:

$$= \dots \times 400\,000 / 12 \times 12$$

$$= \dots \text{ ③}$$

3) Fee based on the cost of construction in accordance with Z4 in Part 1 of the Contract Data

$$\text{Fee percentage} = \text{BFP} \times \text{F}_{\text{LE}} \times \text{F}_{\text{PO}} \times \text{F}_{\text{CON}}$$

where BFP = basic percentage fee derived from the Elundini Framework for the Determination of Professional Fees for Consulting Services

F_{LE} = adjustment factor that reflects the level of effort that is required as determined in accordance with the provisions of the Elundini Framework for the Determination of Professional Fees for Consulting Services for civil engineering work after the award of the contract

F_{PO} = tendered professional and technical staff rate expressed in cents / R 100 or part thereof of total cost of employment (see C2.2 Staff rates) / 16

F_{CON} = tendered adjustment factor to reflect factors such as risk, productivity, efficiency, locality, local knowledge, particular methods or systems for delivering services, level of expenses that are not recoverable etc. (see C2.3 Adjustment factor).

$$\text{Fee in Rands excluding VAT} = \text{fee percentage} / 100 \times \text{cost of construction excluding VAT}$$

Assuming that for comparative purposes only

$$\text{BFP} = 9,2$$

$$\text{F}_{\text{LE}} = 0,94$$

$$\text{Cost of construction} = \text{R } 3\,000\,000 \text{ excluding VAT}$$

$$\text{Fee in Rands} = \text{BFP} \times \text{F}_{\text{LE}} \times \text{F}_{\text{PO}} \times \text{F}_{\text{CON}} / 100 \times \text{cost of construction excluding VAT}$$

$$= 9,2 \times 0,94 \times \text{B} / 16 \times \text{F}_{\text{CON}} / 100 \times 3\,000\,000$$

$$= 9,2 \times 0,94 \times \dots / 16 \times \dots / 100 \times 3\,000\,000$$

$$= \dots \text{ ④}$$

Comparative offer for tender evaluation purposes only:

$$= \text{②} + \text{③} + \text{④} = \dots + \dots + \dots = \text{R.} \dots$$