



**ELUNDINI LOCAL MUNICIPALITY**  
**TENDER NOTICE**

Elundini Local Municipality is calling upon experienced and competent service providers to bid for the following service:

| PROJECT NAME   | CONTRACT NUMBER     | EVALUATION CRITERIA (PPPFA) | CLOSING DATE            | CONTACT DETAILS  |
|--|---------------------|-----------------------------|-------------------------|--|
| Professional Services: Provision of Architectural Services for a period of 3 years | ELM-6/006/2016-2017 | 80/20 System                | Monday, 17 October 2016 | Technical Queries:<br>Mr M. Skosana<br>045 932 8212 E-mail<br><a href="mailto:madodas@elundini.gov.za">madodas@elundini.gov.za</a><br>Bidding Process:<br>Ms H. Mduzulwana<br>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 "**Professional Services: Provision of Architectural Services for a period of 3 years, ELM-6/006/2016-2017**" 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 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.
- A certified copy of proof of Registration with SACAP

**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 for these 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     |
|--|------------|
| <b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>             |            |
| <b>FUNCTIONALITY</b>                                     |            |
| • Qualification  | 20         |
| • Experience   | 30         |
| • Expertise  | 30         |
| • Proposed Methodology                                   | 20         |
| <b>TOTAL</b>   | <b>100</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**

| <b>Functional category and description</b>  |  | <b>point allocation</b> |
|---|--|-------------------------|
| <b>Qualification</b>  |  | <b>Total = 20</b>       |
| <ul style="list-style-type: none"> <li>Minimum acceptable qualification of a relevant degree in architecture</li> </ul>   | Valid proof of qualification certified copies = 10 points  |                         |
| <ul style="list-style-type: none"> <li>Registration to the relevant body of authority</li> </ul>  | Valid proof of registration as a professional Architects, certified copies = 10 points   |                         |
| <b>Experience</b>   |  | <b>Total = 30</b>       |
| <ul style="list-style-type: none"> <li>At least 3 similar projects for an Organ of the State within the last 5 years.</li> </ul>  | (10 points for each project completed, design & construction phase completed – verified proof to be submitted = 10 points per project  |                         |
| <b>Expertise</b>  |  | <b>Total =30</b>        |
| <ul style="list-style-type: none"> <li>Competency in practical design for structures in rural areas.</li> </ul>   | Proposed designs must be feasible in rural areas that include proposed materials and skills (skill requirements for the construction of the proposed structure). Submit proof of the ability to operate in extreme rural areas.  |                         |
| <b>Proposed methodology</b>   |  | <b>Total =20</b>        |
| <ul style="list-style-type: none"> <li>Detailed gant chart or similar chart indicating relevant and achievable time frames of the proposed activities, including all external approval authorities. The gant chart must include a proposed project and a project where the service provider will act as a consultant on larger projects.</li> </ul> | <ul style="list-style-type: none"> <li>Approach which will be used by the service provider to complete the tasks. = 5</li> <li>Breakdown of tasks. = 5</li> <li>Indication of the sequence of the tasks. = 5</li> <li>Work schedule from the date that the ELM accepts the proposal to the completion of the project. = 5</li> </ul> |                         |
| <b>TOTAL POINTS</b>   |  | <b>100</b>              |