
 045 932 8196

 1, Seller Street, Maclear, 5480

 086 246 8784

 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 Monday the 16th May 2016**. For queries please contact:

Technical: Mr. L. Rozani
Supply Chain: N Thuli

Tel: 045 932 8194
Tel: 045 932 8196

email: luyandar@elundini.gov.za **Fax: 086 589 7751**
email: thulin@elundini.gov.za **Fax: 086 216 8784**

Convert Warehouse to Offices Electrical Installation- ELM-3/095/2015-2016

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

- An original valid SARS Tax Clearance Certificate
- 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 Company Profile with contactable references.
- Proof of registration with CIDB with grade of 1EB
- Proof of registration and good standing with Compensation for Occupational Injuries and Diseases (COID) only COID letter of good standing will be accepted
- Certified copy of valid Installation Electrician Wiremen's License (3 Phase)
- Certified copy of valid registration with Electrical Contractors Board
- A CIDB compliant Joint venture agreement signed by all parties involved
- 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.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Completed MBD 4, MBD 8 and MBD 9 (downloadable from website and collectable at Supply Chain Offices)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises or a letter from a ward councilor

NB: No quotations will be considered from persons in the service of the stateⁱ

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.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE _____ DATE _____

Scope of Work

Elundini Local Municipality is currently converting existing warehouse building to offices. Tendering process to appoint building contractor has already begun. Therefore service of an electrical contractor to complete installation of the new building alterations is required. The successful electrical contractor will be appointed on a separate contract from that of the building contractor to install electrical as per attached drawing and bill of quantities.

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
1	Technical Submission	40
1.1	Valid registration with Electrical Contractors Board	10
	Yes = 15 Points	
	No = 0 Points	
1.2	Previous experience in building electrical installation work- Bidders to submit work-List of similar projects undertaken with contactable references and project completion certificate for each project.	30
	0 projects = 0 points	
	1 ≥ 3 project = 5 points	
	3 ≥ 5 projects = 20 points	
	5 > projects = 30 points	
2	Resources	45
2.1	Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience relevant to the project. Only include personnel that will perform work under this contract. Contactable reference and list of previously executed similar projects must be included.	

	Electrician - <i>Trade test; Installation Electrician Wiremen's License (3 Phase); ≥3 Projects in electrical building installation</i>	20
	1 X Electrician assistant <i>≥ 3 Projects in electrical building installation = 10</i>	20
	2 X Electrician assistant <i>≥ 3 Projects in electrical building installation = 20</i>	
2.2	List of Tools and Equipment. List only tools and equipment relevant to the type of work that will be performed under this project.	5
	Yes = 15 Points	
	No = 0 Points	
3	Implementation	15
3.1	Realistic detailed Programme (in Gantt Chart format) indicating clear timeframes and tasks in the proposed implementation of the project scope of work	
	> 8 Weeks	0
	6 to 8 Weeks	5
	3 to 5 Weeks	10
	1 to 2 Weeks	15
	Total	100

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 point**

B-BEE status level of Contribution - **20 points**

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
No.1 Seller Street,
Maclear
5480

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