



ELUNDINI LOCAL MUNICIPALITY



BID NOTICE

ELM-2/022/2015-2016

COMPLETENESS TESTING OF ALL SUPPORTING DOCUMENTS ENSURING FAIR PRESENTATION OF THE 2015/2016 ANNUAL FINANCIAL STATEMENT

The minimum specifications are detailed in the bid document. Bid Documents will be available from the SCM Unit upon payment of a non-refundable cash fee of R350.00 (One hundred and Fifty rands only) for each set of documents (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 **Wednesday, 11 May 2016**.

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 offices, Finance department, Cashier's reception Area, at No. 1 Seller Street, Maclear and placed in the Tender Box not later than 12H00 Noon on Tuesday, 24 May 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
- 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 councillor
- CV'S and Certified Qualifications of Project Team
- A Company Profile with contactable references.
- For Joint Venture, the following documents are mandatory.
 - a) Joint Venture Agreement
 - b) Letter of Signatory
 - c) Joint VAT certificate
 - d) Joint B-BBEE certificate

Please note the following:

- 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 POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price Points	-	80 points
B-BBEE Status Level of Contributor	-	20 points
TOTAL	-	100 points

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

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

Received Responsive bids will be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

Functionality: The minimum threshold for functionality is 70%		
No	Criterion	Weight
1	Past experience: completed five similar projects (10 Points per completed project with contactable references) Appointment letters and completion certificate/ Municipal confirmation that you completed the work must be attached as proof. No points will be allocated without proof.	50
2	Principal Project Leader : Proof of Membership of recognised professional Body : 10 Points Qualifications in Finance : 5 Points Experience at least 5 Projects of Similar Nature : 5 Points Project Team : Qualification of Team Members in Finance : 5 Points Experience in project of a similar nature (1 Point for each project completed)	30
3	Methodology: Structure of the proposal(clear understanding of scope of work with deliverables and timeframes not exceeding 1(One) month) • The bidder has addressed the Method statement as per National Treasury SCM Regulations and CIDB Regulations , MFMA, Elundini Municipality's SCM Policy . • Poor =0 • Fair=2 • Average=4 • Good=6 points • Excellent=10 points • Not recommended by the project manager= 0 • GANT CHART FORMAT: 5 Points • PROJECT PERIOD – 1 Month : 5 Points	20
Total		100

Bidders to note that a Pre-qualification Evaluation will be undertaken. A minimum score of 70% out of 100 points must be scored in order to proceed to the Financial Evaluation.

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 whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- An original BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) must be submitted with the bid. Failure to submit this certificate will lead into not getting points for the BBEE status;
- 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.

NB: Bidding Process Enquiries:
Ms H Mdzulwana Tel 045 932 8103
Technical Enquiries :
Mrs Mashologu –Dlodlo Tel: 045 932 8124

K. GASHI: MUNICIPAL MANAGER, ELUNDINI MUNICIPALITY