



045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

hlubikazi@elundini.gov.a

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation 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 the **09 October 2018**. For **queries** please email to at hlubikazi@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: MRS S SAKO

Tel: 045 932 8100

For Supply Chain Queries: MS H MDUZULWANA –SCM

Tel: 045 932 8125

RE-ADVERT FOR ADVISORY SERVICE FOR THE TECHNICAL SUPPORT SERVICES TO FACILITATE THE IMPLEMENTATION OF THE STANDARD FOR INFRASTRUCTURE PROCUREMENT DELIVERY MANAGEMENT (ADVISOR ON BIDS EVALUATION IN TERMS OF SIPDM) : **ELM-3/013/2018-2019**

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration 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.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and

c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) Proof of registration of the Key Person as a Registered Professional Engineer or Registered Professional Engineering Technologist in terms of the Engineering Profession Act.
- 4) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php)

3. Returnable schedules required for tender evaluation processes

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

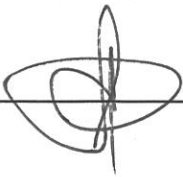
MBD 9: Certificate of Independent Bid Determination

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

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) 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 or part of the bid;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE _____



DATE _____

Functionality

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

Schedule 1: Experience of the tenderer

The experience of the tenderer as a company in terms of the managing or implementing infrastructure related project through framework contracts over the last five (5) years:

Tenderers should very briefly describe his or her experience in this regard, emphasising the nature of the works and complexity and attach this to this schedule. Tenderers should attach proof of claimed experience in the form of an appointment letter and reference letter/completion report for each claimed project

The description should be put in tabular form with the following headings separated into each of the two categories of works:

Employer, and	Description of contracts relating to:	Contract value of the works inclusive of VAT (Rand)	Date	
			Start	Completion
Employer: Contact person: Telephone number: Email address:	Title of the project: Brief description:			
Employer: Contact person: Telephone number: Email address:	Title of the project: Brief description:			

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

0	Tenderer has submitted no information or inadequate information to determine scoring level.
Satisfactory (score 25)	Average experience. Contractor only has two (2) relevant projects completed
Good (score 50)	Above average experience. Contractor has three (3) or more relevant projects completed

Schedule 2: Experience of the Key Person

The experience of the Key Person who will be assigned to assist the municipality in evaluating tender submissions will be evaluated in relation to the scope of work from two different points of view:

- 1) General experience (total duration of work activity), level of education and training and positions held.
- 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work.

A CV of the key person of not more than 3 pages needs to be attached to this schedule.

The 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)(Attach copies of each)
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

NB: ADEQUACY OF EXPERIENCE WILL BE THAT RELATING TO IMPLEMENTING FRAMEWORK CONTRACT(S) AND IMPLEMENTING CONTRACTS IN LINE WITH NATIONAL TREASURY’S (NT) STANDARD FOR INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT (SIPDM)

The scoring of the experience of key person (construction management) staff will be as follows:

	General experience and qualifications in relation to the service (Maximum of 25 Points)	Adequacy for the service (Maximum of 25 Points)
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 40)	Key person has limited levels of general experience(National higher certificate)	Key person has limited levels of specific education, training and experience that are pertinent to the scope of service (0-4 years)
Satisfactory (score 70)	Key person has reasonable levels of general experience(National Diploma)	Key person has reasonable levels of specific education, training and experience that are pertinent to the scope of work (5-7 years)
Good (score 90)	Key person has extensive levels of general experience(Degree)	Key persons has extensive levels of specific education, training and experience that are pertinent to the scope of work (8-10 years)
Very good (score 100)	Key person has outstanding levels of general experience(Honours or higher)	Key person has outstanding levels of specific education, training and experience that are pertinent to the scope of work (11 or higher)

Bill of quality

NB: TENDERERS SHOULD PREPARE THEIR PRICE OFFERS USING THE TABLE BELOW. PRICE OFFERS SHOULD BE PREPARED IN THE TENDERER'S LETTERHEAD THAT IS SIGNED OFF AND STAMPED

Item	Description	Unit	QTY	Rate	Amount
	REGISTERED PROFESSIONAL				
1	Registered Professional Engineer or Professional Engineering Technologist in terms of Engineering Profession Act	Hour	40		
	DISBURSEMENTS				
	Accommodation	Days	5		
	Travel (From the bidder's closest office within a radius of 350km)	Km			
SUB-TOTAL					
VAT (15%)					
TOTAL TENDERED AMOUNT					

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30,000.00**

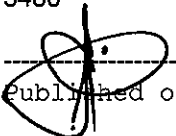
Price - 80 points
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	14
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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