



## **ELUNDINI LOCAL MUNICIPALITY**

### **REQUEST FOR PROPOSAL**

Elundini Local Municipality is calling upon professional service providers to bid for the following service:

Project Name	Contract Number	Closing Date
Appointment of a service provider for handling of advertisement of on behalf of Elundini municipality for the period of two years	ELM-2/034/2017-2018	Friday , 18 May 2018 12h00 Noon

The minimum terms of reference and functionality is detailed in the bid document.

#### **OBTAINING OF TENDER DOCUMENTS**

Bid Documents 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, 07 May 2018**.

#### **SUBMISSION OF TENDERS:**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **Appointment of a service provider for handling of advertisement of on behalf of Elundini municipality for the period of two years: ELM-2/034/2017-2018** 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 Friday, 18 May 2018** at which time the tenders will be opened in public.

**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 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) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached.
- 5) 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](http://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](http://www.sanas.co.za/afdirectory/bbbee_list.php) )

#### **3. Returnable schedules required for tender evaluation processes**

- MBD 1: Invitation to tender
- MBD 4: Declaration of Interest form
- MBD 3.2 Price schedule –Non firm
- 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

**Please note the following:**

- Failure to submit required 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.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- 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 ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Price Points	- 80 points
B-BBEE Status Level of Contributor	-20 points
<b>TOTAL</b>	<b>100 points</b>

**FUNCTIONALITY**

Bidders to note that a Pre-qualification Evaluation (table attached in tender document) will be undertaken. A minimum score of 70 points out of 100 points must be score in order to proceed to the Financial Evaluation.

Stage 1 of Evaluation – Functionality

Stage 2 of Evaluation – Price and Preferential Points

Description	Maximum Points Allocated
<b>STAGE 1 OF EVALUATION - FUNCTIONALITY</b>	
<b>FUNCTIONALITY</b>	
• Expertise	40 Points
• Experience	30 points
• Methodology	30 points
<b>TOTAL</b>	<b>100 points</b>
<b>STAGE 2 OF EVALUATION – PRICE &amp; B BBEE</b>	
<b>PRICE</b>	<b>80</b>
<b>BBBEE POINTS</b>	<b>20</b>

**NB: For EFT payments use this reference No. 020114350000. The banking details and detailed breakdown of functionality (stage 1 of evaluation criteria) are available on ELM Website. [www.elundini.gov.za](http://www.elundini.gov.za) and also attached in the 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](http://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.
  - The latest General Conditions of Contract and any Special Conditions of Contract will apply
  - Failure to comply with these conditions may invalidate your offer
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality

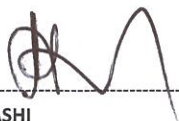
**Technical enquiries Contract**

Bidding Process Enquires should be directed to:

Mrs T. Zilwa E-mail:[thuthulas@elundini.gov.za](mailto:thuthulas@elundini.gov.za)

Technical Queries should be directed to:

Ms H Mduzulwana E-mail: [hlubikazi@elundini.gov.za](mailto:hlubikazi@elundini.gov.za)



K. GASHI  
MUNICIPAL MANAGER  
ELUNDINI MUNICIPAL

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR HANDLING OF ADVERTISEMENT OF ON BEHALF OF ELUNDINI MUNICIPALITY FOR THE PERIOD OF TWO YEARS.**

### **1. BACKGROUND**

The Elundini Municipality requires the services of an agent to handle advertisement of tenders, vacancies and other articles in the print media.

### **2. SCOPE OF WORK**

2.1 Advertisements/ articles shall consist mainly of Elundini Logo, bold heading, sub-heading, and text in light and bold type faces as well as borders. The provision must also be made for submission of final copies before printing.

2.2 It will be expected of the service provider to be able to maintain strong ethical standards in its work and shall liaise with the municipality.

2.3 The service provider shall at the request of the Elundini municipality for the duration of the contract, arrange for the placing of tender, vacancy advertisements and other articles in the media agreed upon with the municipality. The service provider shall at all times be available to the municipality.

### **3. PROJECT OUTPUT**

3.1 Consistent advertising of Municipality available tenders, vacant posts and articles as when required adhering to deadlines.

3.2 Final copies of adverts are placed in the print media as and when required.

3.2 Records keeping of advertised tenders, vacant posts and other articles must be kept for the duration of the contract.

### **4. DURATION OF THE PROJECT**

The duration of this project is 24 months after the signing of a contract by the successful service provider, subject to general conditions of the contract.

### **5. COSTING**

5.1 Cost must be VAT inclusive and quoted in South African Rand

5.2 MBD 3.2 Form must be completed and attached to indicate whether the price is firm or non-firm

5.2 Bidders should quote as per the following schedule, using the annexed samples of adverts and articles:

Description	Dimensions = L x B	Font type	Font size	Amount
Tender advert - with tables	27 cm x 12.5 cm	Neue Helvetica	7	
Advert – Tariffs	21cm x 20cm	Neue Helvetica	5	
Tender advert without tables	20cm x 9cm	Neue Helvetica	7	
Advert - Vacancy	14.5 x 9cm	Neue Helvetica	7	
Erratum	5.5 cm x 9cm	Neue Helvetica	7	
SUB -TOTAL				
VAT %				
GRAND TOTAL				

## 6. EVALUATION CRITERIA

6.1 Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2017.

6.2 The table below depicts the B-BBEE status level of contribution:

6.3 The proposals will be evaluated in two phases:

### Phase 1: Functionality

Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BEE points.

### Phase 2: Price Evaluation

Price = 80

BBEE = 20

Formula to be used:-

Criteria	Weights
<p><b>Company Experience</b> (at least three (3) years' experience in providing similar services and should provide appointment letters or purchase orders).</p> <p>Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references providing that such project was executed as well as their contactable references</p>	30

<p>Zero point's allocation if there is no appointment letters or purchase order.</p> <p>10 appointment letters or purchase order = 30 points</p> <p>6 appointment letters or purchase order =21 points</p> <p>3 appointment letters or purchase order= 9 points</p> <p>Less than appointment letters or purchase order =0 Points</p> <p>NB: Each appointment letter or purchase order carry 3 points</p>	
<p><b>Expertise :Team Leader and Members Experience</b></p> <p>The team leader must have minimum of three years (3) experience in advertising = 20 Points</p> <p>CV's to be attached on the technical proposal</p> <p>Team Leader must have a minimum three year diploma in media related qualification =10 points</p> <p>Additional member must have three year (3) relevant tertiary qualification =10 points</p>	40
<p><b>Project Plan / Methodology</b></p> <p>Service provider to indicate what procedure is going to be used to execute the service or project = 20 points</p> <p>Turnaround time =10 points</p>	30
Total	100

## 7. REQUIREMENTS FOR FUNCTIONALITY ASSESSMENT

### 7.1 Company Experience

Minimum of three (3) years' experience in advertising.

Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references providing that such project was executed as well as their contactable references

Failure to submit correspondence from references will invalidate the points allocated in this category.

### 7.2 Team Leader and Members Experience

Minimum of three years (3) experience in advertising

CV's to be attached on the technical proposal

Qualifications

A minimum of three (3) year tertiary qualification

### **7.3 Project Plan / Methodology**

Service provider to indicate what procedure is going to be used to execute the service or project

Project plan with final outputs and identified timeframes.

### **8. SPECIAL CONDITIONS OF THE BID**

### **9. CLOSING DATE**

### **10. ENQUIRIES**

All general enquiries relating to bid documents should be directed to: