



**ELUNDINI LOCAL MUNICIPALITY**  
**REQUEST FOR PROPOSAL**

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

Project Name	Contract Number	Closing Date
Supply and delivery of 41 laptops with bags for two years.	ELM-1/004/2018-2019	Wednesday, 19 September 2018

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 **Wednesday, 22 August 2018**

**SUBMISSION OF TENDERS:**

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **Supply and delivery of 41 laptops with bags for two years: ELM-1/004/2018-2019** 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 **Wednesday, 19 September 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 3.1 Price schedule – firm price

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

MBD 6.2: Local content

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.
- The laptop bags will be evaluated on local production content threshold is 100%.
- The local content (LC) expressed as a percentage as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:  
 $LC = (1-x/y)*100$
- Where
- X is the imported content in Rand
- Y is the bid price in Rand excluding value added tax (VAT)
- 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>	
• Experience	30 Points
• Company capacity	50 points
• Delivery time	20 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

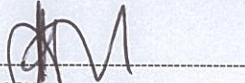
**Technical enquiries Contract**

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:

Mr V Matyeni E-mail: [vukilem@elundini.gov.za](mailto:vukilem@elundini.gov.za)



K. GASHI  
MUNICIPAL MANAGER  
ELUNDINI MUNICIPAL