



TENDER NOTICE FOR PROFESSIONAL ENGINEERING SERVICES
BID NO. ELM-3/115/2015-2016

Bids are hereby invited from suitably qualified and experienced Professional Service Providers (PSP) for the provision of professional engineering services for the construction of Elundini Vehicle Testing Station.

Bid Documents will be available from the SCM Unit upon payment of a non-refundable cash fee of R250 (Two hundred and Fifty rand only) for each set of documents (either paid in cash or by means 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 prior to the collection of the bid documents from SCM Unit. The bid documents will be available from 29 June 2016.

A **compulsory briefing sessions** will be held on **Friday, 01 July 2016 at Mt. Fletcher Town Hall at 10H00** where upon the bidders will meet the representatives of the municipality who will conduct the briefing session. Completed Bid documents are to be placed in a sealed envelope endorsed "Professional Services for: quote the bid name and bid number bidding for, bidder's name and address and the municipality's details" must be deposited in the Bid Box, situated at Cashier's reception area, Finance Department, at the offices of the Elundini Local Municipality, 1 Seller Street, Maclear **not later than 12h00 on the closing date of 15 July 2016**, at which time the bids will be opened in public.

Bidders must submit the following mandatory documents as part of the tender document. Failure to submit the mandatory documents will deem the bidder non-responsive:

- An original and valid SARS Tax Clearance Certificate or a letter in the bidder's letterhead furnishing the municipality with the bidder's SARS tax pin
- Proof of professional registration of the Designated Representative/Team Leader with the Engineering Council of South Africa (ECSA) as a Pr. Eng or Pr. Tech. A letter signed by the registered professional assigned for the project shall be provided confirming his/her appointment for the role on the project
- Copy of NQF Level 7 CETA accredited certificate on Labour Intensive Construction Methods.
- Proof of professional indemnity insurance to the value of R 2 million

Other returnable documents which must be submitted by bidders as part of their bid submissions that will be used in testing the responsiveness of bidders and in the evaluation of their bid submissions:

- An original or certified copy of a BEE certificate. If the bidder is a joint venter then a consolidated BEE certificate is required for the joint venture entity.
- Certified copy of business entity registration certificate
- A statement of municipal account which is not older than three (3) months
- Certified ID copy(ies) of business entity owners
- A business Profile with contactable or traceable references
- A technical proposal indicating the implementation plan. This will be used during the evaluation stage in assessing the bidders understanding of the scope of work and the required services.
- Proposed Project Team or organogram with CVs and qualifications

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

Price	-	90 points
B-BBEE Status Level of Contributor	-	10 points
TOTAL		100 points

Bidders are to note that a Pre-qualification Evaluation will be undertaken. A minimum threshold of 70% out of 100 points must be scored in order to proceed to the Financial Evaluation. Detailed breakdown of the functionality evaluation criteria is available on the municipal website www.elundini.org.za. Below is a summative table of the functionality evaluation:

Description	Maximum Points Allocated
Experience	30 Points
Expertise	50 Points
Methodology	20 Points
Total Points Allocated	100 POINTS

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 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 for a period of 90 days;
- Successful bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.

Enquiries should be directed to:

Mr P.L Mpendulo
(Technical queries)

Tel: 045 932 8131

Mr H Mduzulwana
(Bidding process)

Tel: 045 932 8100

K. GASHI
MUNICIPAL MANAGER

FUNCTIONALITY OF PROFESSIONAL ENGINEERING SERVICES FOR THE CONSTRUCTION OF ELUNDINI VEHICLE TESTING STATION: BID NO. ELM-3/115/2015-2016

QUALITY/FUNCTIONALITY CRITERIA

Item	Maximum Points to be scored	Criteria	Points Entitlement
A		*Experience	
B		**Expertise	
C		***Methodology	
TOTAL			

It must be noted that failure to meet 70% of the points for functionality (100) will result in the tender not considered further. This will lead to the tender deemed non responsive.

- * 30 points for Experience spread as follows:
 A well established firm with the following:
- i. Having successfully designed, implemented and completed similar projects (structural and/or building projects) within the past five (5) years. Provide contactable references **(10 points for each complete project to a MAXIMUM of 30 points)**.
- NB: Bidder must submit completion certificates in order for the project(s) to be indorsed.**

- ** 50 points for Expertise spread as follows:
 A well established firm with the following:
- i. **20 points** for the Project Manager qualified in Civil Engineering (Pr. Eng. or Pr. Tech >3 years registered = Max. points; Pr. Eng. Or Pr. Tech <3 years registered = 10 points). **A letter signed by the registered professional assigned for the project shall be provided confirming his/her appointment for the role on the project and shall validate the points claimed. Also submit a brief profile of the Project Manager.**
 - ii. **15 points** for the Electrical Engineer (Pr. Eng. or Pr. Tech >3 years registered = Max. points; Pr. Eng. Or Pr. Tech <3 years registered = 5 points). **A letter signed by the registered professional assigned for the project shall be provided confirming his/her appointment for the role on the project and shall validate the points claimed. Also submit a brief profile of the Project Manager.**
 - iii. **15 points** for the Mechanical Engineer (Pr. Eng. or Pr. Tech >3 years registered = Max. points; Pr. Eng. Or Pr. Tech <3 years registered = 5 points). **A letter signed by the registered professional assigned for the project shall be provided confirming his/her appointment for the role on the project and shall validate the points claimed. Also submit a brief profile of the Project Manager.**

NB: BULLET POINT (ii) AND (iii), SHOULD A BIDDER OPT USE THE SERVICES OF A SUB-CONSULTANT A SUBCONTRACT AGREEMENT SHOULD BE SUBMITTED TOGETHER WITH AN INDEMNITY CERTIFICATE FOR THE SUBCONSULTANT

- *** 20 points for Methodology
 Should have the following topics:
- i. Expected deliverables **5 Points**
 - ii. Duration of the study in the form of a bar chart **7 Points**
 - iii. Organogram reflecting responsibility allocation **5 Points**
 - iv. OHS and Risk management **3 Points**

Note:

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| Acceptable presentation of knowledge | – scores the bidder maximum points |
| Fair presentation of knowledge | – scores the bidder average points |
| Poor presentation of knowledge | – scores the bidder no (zero) points |

