



 045 932 8196

 1, Seller Street, Maclear, 5480

 086 216 8784

 thulin@elundini.gov.za

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials 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 14 October 2016. For **queries** please email to Ms. N. Thuli at thulin@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr. L. Rozani –Assistant Manger Electricity

Tel: 045 932 8134

For Supply Chain Queries: Ms. N. Thuli -Finance Services Department

Tel: 045 932 8196

RE-ADVERT :UGIE MUNICIPAL BOARDING HOUSES-INDIVIDUAL METER INSTALLATION - ELM-3/031/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A valid Tax Clearance certificate, tax compliance status document with PIN from SARS
- Copies of Company Registration certificate and IDs
- An original or certified BEE certificate copy
- 80/20 preferential procurement point system will be applied
- Firm Delivery Period from date of receiving order and make/manufacture of the enclosures must be indicated.
- If correct and defect free delivery is not received by the indicated agreed date the contract will be immediately terminated
- Proof of Central Supplier Database registration report (CSD)
- Completed MBD 4, MBD 8 and MBD 9 (downloadable from website and collectable at Supply Chain Offices)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises

NB: No quotations will be considered from persons in the service of the state¹

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 part of the bid;
- Bids which are late, incomplete, unsigned, will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SIGNATURE



DATE

07/10/2016

SPECIFICATION

PROPOSAL TERMS OF REFERENCE

(UGIE MUNICIPAL BOARDING HOUSES- INDIVIDUAL METER INSTALLATION)

ELUNDINI LOCAL MUNICIPALITY

Province: Eastern Cape
Municipality: Elundini Local Municipality
Project Name: Ugie
Municipal Boarding Houses - Individual Meter Installation
Project Manager: Luyanda Rozani

1. SUMMARY OF BRIEF

Elundini Local Municipality (ELM) owns houses in a section of Ugie town which are currently used for rental with several tenants occupying one house. Electricity consumption in the houses is measured by a single meter. Tenants in a particular house are therefore required to share the costs by contributing for the purchase of electricity usage in their house.

This practice has not only resulted in conflict between occupants but also theft of electricity by tampering (bypassing) with meters. The municipality is losing revenue due to this illegal practice.

ELM has since resolved in installing meters for each room that is rented out to tenants in all of these houses which total to thirty (30) starting with a pilot project of two houses.

2. PROPOSAL GUIDELINES

Kindly furnish a detailed written proposal with bill of quantities and cost estimate specifying how to implement individually metering in each room/s of the Ugie Municipal Boarding Complex houses. Proposal to include but not limited the following:

Technical

- i. Split meters in controlled access enclosures
- ii. Rewiring of the houses for the individual meters
- iii. Refurbishment of the existing wiring installation to meet SANS 10142 minimum requirements
- iv. Refurbishment of the existing LV supply to meet statutory and quality minimum requirements
- v. Removal of the existing Electricity Dispenser (ED) 60 Amp and Postpaid meters currently installed in each house
- vi. Provide scope of work and bill of quantities with cost estimates for whole of the works
- vii. Describe in detail the company's proposal to address the requirements outlined in this RFP, including details such as technologies to be used.

Administrative

- viii. Provide a timeline for the completion of this proposal; recommended to be 7 days from date of appointment
- ix. Describe the fee structure and how the ELM will be charged. The costs involved may be categorized separately as e.g. design, project management, and disbursements
- x. Provide a brief history and profile of the company and its experience providing similar services for organizations similar to ours.
- xi. Describe the project process and methodology
- xii. List the project team and short experience of each team member. If using outside resources please indicate them as such; we reserve the right to approve/disapprove of selected resources

3. PROJECT PURPOSE AND DESCRIPTION

- House wiring structured in such that each rented room/s in the house has individual meter
- Type of meter used to be Split Metering positioned in an access controlled enclosure
- Both wiring and supply infrastructure compliant to minimum statutory safety and quality standards
- Scope of work and bill of quantities with cost estimate

4. SCOPE OF WORK

- condition assessment of existing wiring and supply infrastructure
- design wiring of each house for individually metered room/s
- design point of supply and metering enclosure for each house
- identify refurbishment of house wiring and supply infrastructure to meet basic legal safety requirements
- Provide scope of work and bill of quantities with cost estimates

Attached is a list of houses stipulating what currently exists in each of the houses and the number of split meters to be installed for each house

5. DELIVERABLES

1. Design package for separated for each house in both hard copies and electronically
2. Design to include drawings with details of each house wiring, meter enclosure and point of supply
3. Cost estimates per house

6. FUNCTIONALITY

Description	Points	Weighting
Quality		20
Is the proposal detailed and address the requirements <i>(to cover 100% of the scope of work elements)</i> <ul style="list-style-type: none"> • Yes = 10 Points • No = 0 Points 	10	
Does the proposal include use of relevant, realistic acceptable method/technologies <ul style="list-style-type: none"> • Yes = 10 Points • No = 0 Points 	10	
Experience and Expertise		35
List of similar projects undertaken by the bidder (company) in similar work. The bidder will be awarded the following points for each similar project executed successfully, contactable references will be required for each project. Letter to be included as proof of appointment. Previous experience <ul style="list-style-type: none"> • 0 projects = 0 points • 1 ≥ 3 project = 5 points • 3 ≥ 5 projects = 10 points • < 5 projects = 15 points 	15	
List the project team and experience of each team members (by trade/function/discipline) that will perform the work under the Contract. Personnel must have previously undertaken similar work (relevant qualification/authorization, contactable reference and list of previously executed similar projects) <ul style="list-style-type: none"> • 0 years = 0 points • 1 to 3 years' experience only = 2.5 points • 1 to 3 years' experience + relevant qualification = 5 points • 4 to 6 years' experience only = 10 points • 4 to 6 years' experience + relevant qualification = 15 points <p>Points are accumulative per candidate with a maximum of 20 points</p>	20	
Timeline		25
Realistic detailed Program indicating clear timeframes for all tasks in the implementation of the project scope of work <ul style="list-style-type: none"> • 10 calendar days = 30 Points • 14 calendar days = 15 Points • < 14 calendar days = 5 Points 	30	
Tools and Equipment		15
List of tools, equipment and office that will be used in the implementation of the works. List only tools and equipment relevant to the type of work that will be performed under this project. <i>(are they suitable to achieve expected results)</i> <ul style="list-style-type: none"> • Yes = 15 Points • No = 0 Points 	15	
Total		100

7. CRITERIA FOR EVALUATION OF PROPOSALS

Price	-	80 points
B-BBEE Status Level of Contributor	-	20 points

Circular No. 53 will be applied for functionality

Bidders to note that a Pre-qualification Evaluation will be undertaken. A minimum score of 80 points out of 100 must be scored in order to proceed to the Financial Evaluation.

The minimum threshold for functionality is **80%**

FUNCTIONALITY REQUIREMENTS - POINT SCORING

Bidders should take note of the above technical (quality) evaluation criteria.

- [a] All the necessary documentation must be submitted in order to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.
 - [i] **Experience** - The experience annexure must be completed. Only list personnel who have undertaken metering work and the relevant projects an period and service providers should provide contactable references.
 - [ii] **Expertise** – The qualifications and capacity of the company/project team to undertake the work must be provided for evaluation purposes.
 - [ii] **Project Resources** – A detailed list of tools and equipment that will be committed on the project for the entire duration of the project.
 - [ii] **Construction Programme** – A detailed construction plan with clear time frames that will be used to assess the progress of work during the project.
- [b] Bids that do not meet a minimum of **80%** in total for the criteria listed above will not be considered further.
- c] A minimum total score of **80** points out of **100** must be obtained in order for the bid to proceed to the Financial Evaluation.

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	16
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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