

MOGALAKWENA LOCAL MUNICIPALITY



PROJECT NAME APPOINTMENT OF A PANEL OF TEN (10) OHS SERVICE PROVIDERS.

TENDER NO: 23-2018/19

TENDER ADVERT DATE: 21.02.2019

TENDER CLOSING DATE AND TIME: 08.03.2019 AT 12PM

NAME OF TENDERER: _____

CONTACT PERSON: _____

CELL NUMBER: _____

FAX NUMBER: _____

OFFICE NUMBER: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

TENDER NO.

A. INTRODUCTION

1. Invitation to submit Bids:



ADVERT DATE: 21.02.2019
CLOSING DATE: 08.03.2019
CLOSING TIME: 12H00

Mogalakwena Local Municipality hereby invites suitable qualified service providers to tender for the below mentioned projects.

The details of the project are as follows:

NO	PROJECT NAME	TENDER NUMBER	COMPULSORY BRIEFING SESSION	ENQUIRIES
1.	Occupational Health and Safety (OHS)	23-2018/19	N/A	0154919662/0154919649 scm@mogalakwena.gov.za

Mogalakwena Municipality will evaluate, adjudicate and award the bids in accordance with the PPPFA of 2017

BID DOCUMENTS CONTAINING THE CONDITIONS OF BIRD AND REQUIREMENTS CAN BE DOWNLOADED ON E-TENDERS PUBLICATION PORTAL AT www.eternders.gov.za for free and also on www.mogalakwena.gov.za.

The respective project name with the project number must be clearly marked on the envelope before submission.

Completed tender documents fully priced, signed and sealed in an envelope must be deposited in the Tender Box at Mogalakwena Municipality, 54 Retief Street, Mokopane, by no later the **12H00 on the 08 MARCH 2019** for all the above projects when all tenders received will be opened in public in the Old Council Chamber, on the ground floor.

No late, faxed, telegraphic, emailed and telephonic tenders will be accepted. The council also reserves the right to negotiate further conditions and requirements with the successful tenderer.

NB* Service Provider should take note that no bid/services will be awarded to a service provider who is not registered and valid on Web Based Central Supplier Database (SCD).

Enquiries related to these tenders must be addressed to Supply Chain Management at 0154919649

The Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be

K. MALULEKA
ACTING MUNICIPAL MANAGER
54 RETIEF STREET MOKOPANE 0601

BIDDERS PLEASE NOTE THE FOLLOWING:

No late, faxed, telegraphic, emailed and telephonic tenders will be accepted. The council also reserves the right to negotiate further conditions and requirements with successful tenderer. Tenders received will be the basis for the contract negotiations and ultimately appointment of the suitable service provider. It is therefore important that service providers familiarise themselves with the municipality's processes and MLM supply chain management policy and to take them into account in preparing their tender.

2. Service Providers must note that the costs of preparing the tender and of negotiating the contract are not reimbursable and Mogalakwena Local Municipality is not bound to accept any of the tender submitted.
3. At any time before submission of the bid, Mogalakwena Local Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify these Specifications by amendments. The amendment will be sent in writing by facsimile or

electronic mail to all Service providers and will be binding on them. Mogalakwena Local Municipality may at its discretion extend the deadline for the submission of bids.

B. TENDER AMOUNT

In preparing the tender amount, service providers are expected to take into account the requirements and the conditions of these Specifications. The tender amount should include all costs associated with the project and relevant taxes. The tender amount must be a fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the price must be firm.

C. NEGOTIATIONS

Negotiations to reach agreement on all points and sign a contract will be held at a time and place to be determined by Mogalakwena Local Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan, financial proposal/pricing and any suggestions made by the appointed service provider to improve the Terms of Reference. The agreed work plan, service level agreement and final Terms of Reference will then be incorporated into the "Description of Services" and form part of the contract.

D. SUBMISSION, RECEIPTING AND OPENING OF TENDER

PROPOSAL

The proposal tender document shall be placed in a sealed envelope clearly marked "project name, project number and the closing date". The envelope shall be deposited in the tender box at the Civic Centre situated at:

54 Retief Street, MOKOPANE

Note that any tender received after the closing date and time for submission, will not be considered.

**Enquiries related to this project should be directed to Supply Chain Unit:
scm@mogalakena.gov.za
Telephone number:-015 491 9647/9662/9649**

The tenders will be opened immediately after the closing time for submission. At the opening all service providers' bids will be read aloud and the tender amount shall be made public and recorded.

Mogalakwena Local Municipality will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

SECTION 1: DETAILS

Province	Limpopo
District	Waterberg
Municipality	Mogalakwena Local Municipality
Project Name	APPOINTMENT OF A POOL OF SERVICE PROVIDERS FOR OHS SAFETY AGENTS.

SECTION 2: SUMMARY OF BRIEF

Mogalakwena Local Municipality is calling for proposals for accredited and experienced OHS companies to act as the safety agent for the municipality on various construction projects including the preparation of Health and Safety Specifications during the design stages of a project, the application for permits to commence construction activities (where applicable), OHS monthly Audits, attending monthly site meetings as well as the close-out reports for the projects. Successful companies will be registered on the Mogalakwena Municipality's list of preferred service providers for OHS related activities on construction projects within Mogalakwena Municipality.

SECTION 3: DETAILED SPECIFICATION

Activities which will form part of the appointment of the Health and Safety Agent will include:

- ✓ Prepare a baseline risk assessment for the intended construction project
- ✓ Prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended construction project during the design stages of the project.
- ✓ Provide the engineer with the health and safety specification and baseline risk assessment
- ✓ Ensure that the principle contractor has the necessary competencies and resources to carry out the construction works.
- ✓ Engagement with the Department of Labour in terms of the application for permits of work for projects where applicable. Where projects require the application for "Work Permits", specific emphasis will be placed on the required capacity and requirements as per the construction regulation prior to appointment of a Safety Agent.
- ✓ Compilation and submission of a Health and Safety Specification and baseline risk assessment in terms of the Occupational Health and Safety Act, 1993 Construction Regulations 2014.
- ✓ In terms of the regulation, where projects will require formal application for permits of work, this will be included and to be issued by the Department of Labour.
- ✓ Confirmation that site establishment on the specific contract is as per the revised and updated safety specification included in the transferred permit of work.
- ✓ Approval of OHS files by main contractors as well as subcontractors.
- ✓ Monthly site Audits and taking reasonable steps to ensure compliance with the Health and Safety Specifications and requirements
- ✓ Monitoring and taking steps in terms of stopping any contractor from executing a construction activity which poses a threat to Health and Safety of persons which is not in accordance with the health and safety specification.
- ✓ Attending monthly site meetings
- ✓ Project Closure report submitted to the client and the Department of Labour.

SECTION 4: ANNEXURE A

EVALUATION CRITERIA

The bid will be evaluated and adjudicated using the following criteria:

- Compliance to Technical Specifications
- PPPFA and associated regulations
- Value for money
- Capability to execute the contract

THIS IS A QUALITY BASED TENDER. THE TOP 10 HIGHLY RANKED BIDDERS IN TERMS OF QUALITY WILL BE CONSIDERED TO FORM PART OF A PANEL OF SERVICE PROVIDERS FOR OHS.

	QUALITY CRITERIA	SUB CRITERIA	INDICATORS				WEIGHTING
			POOR (SCORE 20)	SATISFACTORY (SCORE 50)	GOOD (SCORE 70)	VERY GOOD (SCORE 100)	
Functionality / Quality	Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete	Technical approach and methodology	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The PSP has misunderstood certain aspects of the scope of work and does not deal with the	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic.	The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the PSP has outstanding knowledge of state-of-the-art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs	10%

	with time frames		critical aspects of the project.		critical characteristics of the project		
		Work plan	The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.	All key activities are included in the activity schedule but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach.	The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan	Besides meeting the “good” rating, decision points and the sequencing and timing of activities are very well defined, indicating that the PSP has optimized the use of resources. The work plan permits flexibility to accommodate contingencies.	10%
	Organization and staffing	Registration as Safety Agent with SACPCMP	Registration as candidate manager with SACPCMP	Registered as Safety Construction Manager with SACPCMP	Registration as candidate Health and Safety Agent with SACPCMP	Registration as Professional Health and Safety Agent with SACPCMP or proof of mentorship agreement by Candidate with Professional Health and Safety Agent.	20%
		Organization and support staffing	The organization chart is sketchy, the staffing plan is weak in important areas, or the staffing schedule is inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities.	The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate, and staffing is consistent with both timing and deliverables.	Besides meeting the “satisfactory” rating, staff are well balanced i.e. they show good coordination, complimentary skills, clear and defined duties and responsibilities, and limited number of short-term experts. Some members of the project team have worked together before on limited occasions.	Besides meeting the “good” rating, the proposed team is well integrated, and several members have worked together extensively in the past.	10%
	Experience of the key staff (assigned personnel) in relation to the scope of work (Greater weighting should be given to the team leader)	General qualifications	Key staff have limited levels of general experience	Key staff have reasonable levels of general experience	Key staff have extensive levels of general experience	Key staff have exceptional levels of general experience	10%
		Adequacy for the assignment	Key staff have limited levels of project specific education, training and experience	Key staff have reasonable levels of project specific education, training and experience	Key staff have extensive levels of project specific education, training and experience	Key staff have outstanding levels of project specific education, training and experience	10%
		Knowledge of issues pertinent to the project	Key staff have limited knowledge of issues pertinent to the project.	Key staff have reasonable knowledge of issues pertinent to the project.	Key staff have knowledge of issues pertinent to the project.	Key staff have outstanding knowledge of issues pertinent to the project.	10%

	PSPs experience with respect to specific aspects of the project / comparable projects (Greater weighting should be given to projects of a similar nature over the last 5 years.)	Experience	PSP has limited experience	PSP has relevant experience but has not dealt with the critical issues specific to the assignment.	PSP has extensive experience in relation to the project and has worked previously under similar conditions and circumstances.	PSP has outstanding experience in projects of a similar nature.	20%
TOTALS							100%

THE FOLLOWING REQUIREMENTS WILL APPLY:

- Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached.
- Company registration certificate e.g. CK1, CK2 etc
- The bidder must be tax compliant. (For both Parties in case of a Joint Venture)
- Tender proposal will be evaluated on PPPFA 90/10 points system.
- Contactable Reference list of previous and current projects must be attached. Contactable reference list must comprise of the following information: - **project name, company tendered for, tendered amount, year of the project, contactable telephone numbers and completion date.**
- Form must be signed in black ink (no pencil is allowed or other colour)
- All MBD Forms must be completed and signed
- In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached
- Any alterations on the proposals or the tender document must be initialled.
- Valid Proof of Residential e.g. lease agreement, municipal rates & taxes account etc.
- Valid BBBEE certificate from agencies accredited by SANAS should be submitted or a registered auditor approved by the IRBA or a sworn

affidavit confirming annual turnover. (For both Parties in case of a Joint Venture)

- Bidder must be registered with CSD and the summary report to be attached
- All certified copies must be valid as on the date of closing.