

MOGALAKWENA LOCAL MUNICIPALITY



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

TENDER NO: 24-2018/19

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.	Appointment of a panel of (10) service providers for Institutional Social Developoment	24-2018/19	N/A	0154919662/0154919649 scm@mogalakwena.gov.za

Mogalakwena Municipality will evaluate, adjudicate and award the birds 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 ISD.

SECTION 2: SUMMARY OF BRIEF

The successful Service Provider will take the role of the Social Facilitator to ensure that the project is implemented in such a manner that it is able to reach its stipulated goals, and will be involved from the inception stage up to the completion of the project.

SECTION 3: DETAILED SPECIFICATION

1. ROLE OF THE SOCIAL FACILITATOR

The role of the facilitator is indicated, but will not be limited, to the following:

- Communicating information to local people on procedures, options and implementation plans in an appropriate language and format.
- Ensuring and promoting the use and development of local enterprises and labour during the contract stages. (Including identification, shortlisting, and continuous support).
- Ensuring that planning decisions are explained and justified to the community.
- Supporting public monitoring of services and activities.
- Capacitating of steering committee through training.
- Furthermore the social facilitator will develop consultative processes such as stakeholder's workshop during the project implementation.

2. TASKS/ACTIVITIES

2.1 Community awareness campaigns

Community awareness workshops must be held in all the affected communities. The content of community awareness entailed:

- Aspects of the water service bill,
- Levels of services that water provision scheme could provide,

The following gaps still exist on this project:

- Aspects of the water service,
- Levels of services that the bulk water supply project will provide,
- Cost recovery strategies,
- Use of, implementation of, and payment for water services using pre-paid water meters
- Consequences of illegal water connection,
- Socio-economic survey,
- Affordability,
- Health and Hygiene awareness.

Specific Objectives

- Explanation of project and project objectives to the community's through meetings.
- Health and Hygiene awareness campaigns for all communities.
- Discuss project planning and implementation process at community level.
- Market the project at the community level through community meetings.
- Liaise with councillors and ward committees to brief them on the project implementation.
- Arrange meetings whereby a project steering committee can be established.

Key outputs

- Community to have better understanding of the project.
- Community to understand technology choice.

2.2 Water User Education

Specific Objectives of incorporating Water User Education and training into the project/s

- To engender sense of ownership of water supply facilities among community members,
- To educate community members about water supply policies such as free basic water policy issues and how they impact on how they use water supplied,
- To educate community members about various uses of water and the importance of ensuring that water is used equitably,
- To enhance the sustainability of the project by promoting efficient use of water resource by community members,
- To promote local economy through exploitation of strategies such as water harvesting and water reuse,
- To facilitate positive water behavioral change among community members. Eg identification of illegal connections where possible or illegal use of water,
- To develop water use efficiency educational and promotional materials

Specific Objectives of incorporating Health and Hygiene Education and training into the project/s

- To promote healthy living by creating create awareness on proper hygiene behaviors and practices,
- To educate members of community about what to do in case there is an outbreak of water borne disease

Specific Objectives of incorporating Operation and Maintenance Education and training into the project/s

- To improve the sustainability of the project;
- ensuring that beneficiaries operate the water supply facilities appropriately for an effective and prolonged period,
- that the water supply facilities are well maintained and looked after,
- To educate the community member about their role in the maintenance of the facilities and to devise means of raising funds for replacement of broken parts in the future. Eg identification of leakages,
- To educate community on any O&M issues that will be identified as a need during the implementation of the project.

Key outputs

- Identification, training and capacity building of existing community water-interest structures as outlined elsewhere in this document,
- Establishment of new community based water-interest structures and training and capacity building thereof,
- Training, capacity building and provision of on-the-job support to members of various community water-interest structures to carry out their roles and responsibilities effectively and efficiently during pre-construction phase of the project.
- Training, capacity building and provision of on-the-job support to members of various community water-interest structures to carry out their roles and responsibilities effectively and efficiently during construction phase of the project.
- Training, capacity building and provision of on-the-job support to members of various community water-interest structures to carry out their roles and responsibilities effectively and efficiently during post construction phase of the project.

2.3 Establishment of a Project Steering Committee/s

Specific Objectives

- Plan and arrange the election of the project steering committees (one PSC per project) consisting of 10 community representatives.
- Workshop the elected project steering committee/s on the development of a constitution.

Key outputs

- Formation of a representative project steering committee/s.
- Develop a constitution for the project steering committee/s.

2.4 Assist in the appointment of the Community Liaison Officer/s (CLO/s)

Specific Objectives

- Advertise for the appointment of the CLO/s based on the requirements from Mogalakwena Municipality
- Plan and arrange for the interview and selection of a community liaison officer/s (allow for 1 CLO per project)

Key outputs

- Appointment of a community liaison officer/s

2.5 Capacity Building and training of project steering committee

Specific Objectives

- Develop and deepen the understanding of the project steering committee in various skills so that they can confidently participate in the implementation of the project.

Key outputs:

A workshop both informative and experiential on roles, responsibilities and participatory practice is required. The workshop will have to be for a period of five days wherein training materials and manuals will be made available. The workshop would comprise the following modules:

- Terms of Reference of the PSC
- Conflict Management
- Meeting Management and Coordination
- Time Management
- Basic Project Management
- Institutional and legislative framework

2.6 Capacity Building and training of the community liaison officer

Specific Objectives

- Develop and deepen the understanding of the community liaison officer in a variety of skills so that they can confidently execute their responsibilities in the project.

Key outputs:

A workshop both informative and experiential on roles, responsibilities and participatory practice is required. The workshop must be for a period of two days

wherein training materials and manuals will be made available. The workshop would comprise the following modules:

- CLO terms of reference
- Labour Recruitment Procedures
- Conflict Management
- Basic Conditions of Employment
- Labour Disciplinary Procedures
- Occupational Health and Safety
- Administrative and Report writing skills

2.7 Recruitment of Labourers

Specific Objectives

Disseminate information to various stakeholders about the number of labourers required after consultation with the contractor.

- Identification of workers within the communities will be done via local community structures.
- Assist the CLO/s and PSC/s in the recruitment of labourers.

Key outputs

- Ensuring that labourers recruitment complies with the provisions of the various labour related legislations.

2.8 Increasing of local content during construction stages and capacity building of local Enterprises

Specific Objectives

- Develop and monitor the use of local enterprises to ensure increase of local contents to minimum 30% of the project value.

Key outputs:

A workshop both informative and experiential on roles, responsibilities and participatory practice is required. The Mogalakwena Local Municipality is in the process of developing a policy for the increased use and developing of local enterprises. The responsibilities under this task will include, but not be limited to the following:

- Use of local content / enterprises terms of reference
- Shortlisting of all interested local enterprises with Procedures for classification
- Classify all shortlisted local enterprises in terms of technical capacity, financial capacity, locality, size, nature of involvement, etc
- Prepare and update list of local enterprises for various construction contracts which will be advertised.
- Ensure the involvement of local enterprises in the procurement processes for construction contracts.
- Advise and inform appointed services providers for construction contracts regarding the use of local enterprises
- Manage the appointment and use of local enterprises during the construction processes.
- Conflict Management
- Basic Conditions of Employment

- Occupational Health and Safety

The proposed method for identification and engagement of local enterprises is summarised below:

“Where a local sub-contractor is identified, and nominated by the client and identified work in the schedule of quantities is executed by these sub-contractors at approved rate, the following process will be followed in respect of the required local sub-contractors / suppliers:

- As soon as appointment of the contractor, the contractor will establish a “labour recruitment office” from where the identification of local sub-contractors will be managed- this will also serve as the offices for the ISD consultant for the contract period.
- An institutional and social facilitator will be appointed under the project engineers, to facilitate the activities and manage the interaction between the client, communities, contractor and engineer.
- The services to be provided by the ISD consultant with the client will consist of the following:
 - Facilitating continuous database registration by verification of basic compliance criteria advertised to the public prior to registration, which will consist of CIDB and Government Procurement Requirements,
 - Verifying of submitted information (ie. proof of local residence, contact details, trade references if any, current CIDB rating, bank rating),
 - Clustering sub-contractors in direct project area, ward council area, municipal areas within the Municipality, to assist with even distribution of work load (“inside-to-outside approach”),
 - Capturing data onto the database, accessible to non-local (Specialist) contractors and Engineers,
 - Updating of information from registered contractors and publishing in annual report highlighting successful projects,
 - Publishing sub-contractor achievements on all completed projects on Municipality website,
- Negotiations with the identified and approved sub-contractors regarding the identified scope of work, rates, quality, responsibilities, requirements and capacity of the identified sub-contractors will be done in terms of tendered rates, available funding, etc. The accepted rates will be used as a baseline to ensure fair distribution of work to all, with a value-for-money approach to be followed.
- Once sub-contractors approved the rates and conditions, special agreements will be entered into between the sub-contractors, the municipality and the main contractor in terms of requirements and performance clauses.
- The approved list of sub-contractors/ suppliers, will be provided to the main contractor, to include these selected sub-contractors under the main contractor with the main contractor taking responsibility to assist and guide the local nominated sub-contractor in terms of quality control and skills transfer during construction, in close relation with the engineer’s representative and he ISD consultant. Should the main contractor not accept the shortlisted sub-contractors / suppliers, the main contractor will be responsible to establish his own list of sub-contractors / suppliers based on the same steps followed by the appointed ISD consultants, at the main contractors own cost.

- Progress in terms of performance of nominated sub-contractors will be monitored and reported on by the ISD consultants in addition to the normal required sub-contractors reports from the main contractor.

In all instances above, the contractual relationship between the Contractor and sub-contractor/supplier shall be as described in clause 4.4.3 of the General Conditions of Contract, 2015.”

2.9 Monitoring of the workplace

Specific Objectives

- To ensure that all the relevant labour legislations relating workplace environment, are strictly adhered to.
- Responding to demands of the project during project implementation
- Attend monthly PSC and community meetings to report on matters relating to Institutional and Social issues.
- Payment of monthly stipends for PSC/s meeting attendance will be included in the disbursement claims from the ISD consultants.
- Payment of the monthly salary for the CLO/s will form part of the appointment of the ISD consultants and will be included in monthly claims.

Key Outputs

- Protection of workers’ rights and their welfare.
- PSC meeting minutes
- Payment of PSC/s stipends
- Payment of CLO/s salary

2.10 Reporting

Specific Objectives

- Keep all records of all proceedings.
- Keep attendance registers of all activities.

Key outputs

- Community awareness report.
- Project Steering committee revival report.
- Interview and selection of CLO report.
- CLO and PSC training reports.
- Report on the recruitment of labourers.
- Weekly reports on the workplace situation.
- Monthly reports on the progress of the project.

Utilisation reports of local sub-contractors/ suppliers in terms of targeted procurement requirements

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 ISD.

QUALITY CRITERIA	SUB CRITERIA	INDICATORS				WEIGHTING
		POOR (SCORE 20)	SATISFACTORY (SCORE 50)	GOOD (SCORE 70)	VERY GOOD (SCORE 100)	
Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames	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 critical aspects of the project.	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 critical characteristics of the project	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%
	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	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	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%

		logic in the sequencing.		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		
Organization and 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.	30%
Experience of the key staff (assigned personnel) in relation to	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%

the scope of work (Greater weighting should be given to the team leader)	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.)		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%

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.