

MOGALAKWENA LOCAL MUNICIPALITY



BID NUMBER: 37-2020/2021

**BID: APPOINTMENT OF A PANEL OF CONSULTING ENGINEERS FOR
PROFESSIONAL ENGINEERING RELATED SERVICES FOR VARIOUS
MUNICIPAL OWNED BUILDING PROJECTS ON AN AS AND WHEN REQUIRED
BASIS FOR THE PERIOD OF THREE (03) YEARS**

ADVERT DATE: 20 MAY 2021

CLOSING DATE: 22 JUNE 2021

NAME OF TENDERER: _____

BIDDING CATEGORY: _____

CONTACT PERSON: _____

TENDERED AMOUNT: _____

TENDERED AMOUNTS IN WORDS: _____

CELL NUMBER: _____

FAX NUMBER: _____

OFFICE NUMBER: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

PHYSICAL ADDRESS: _____

A. INTRODUCTION

1. Invitation to tender:

Mogalakwena Local Municipality (MLM) invites service providers to submit **tenders for a panel of Consulting Engineers for professional Engineering related services for various Municipal owned building projects on an as and when required basis for a period of three years** as described in the Specification document. Proposals received will be the basis for the contract negotiations and ultimately appointment of the suitable panel of service providers. 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 proposal.

2. Service providers must note that the costs of preparing the proposal and of negotiating the contract are not reimbursable and Mogalakwena Local Municipality is not bound to accept any of the proposals submitted.

3. At any time before submission of the proposals, 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 registered service providers and will be binding on them. Mogalakwena Local Municipality may at its discretion extend the deadline for the submission of proposals.

B. FINANCIAL PROPOSAL

In preparing the financial proposal, service providers are expected to take into account the requirements and the conditions of these Specifications. The financial proposal should list all costs associated with the project and relevant taxes. The proposal must be 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 prize 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 the Mogalakwena Local Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan 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.

MLM reserves the right to increase or reduce the scope of work depending on the availability of financial resources.

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 municipality’s offices situated at:

54 Retief Street, Mokopane.

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

Enquiries regarding the bid may be directed to:

Technical Enquiries regarding the bid may be directed to:

Ms Mapelo Mashishi

Contact details: Tel: 015 491 9600/44

Email: mashishima@mogalakwena.gov.za

AND

Administrative Enquiries to Supply Chain Unit:

Telephone number: 015 491 9600/62/973

E Mail: supplychain@mogalakwena.gov.za

The proposal will be opened immediately after the closing time for submission. No bid outside the box will be accepted. At the proposal opening all service providers proposal will be read aloud and the proposal amount shall be made public and recorded.

MLM 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.

MOGALAKWENA LOCAL MUNICIPALITY

TERMS OF REFERENCE FOR: APPOINTMENT OF A PANEL OF CONSULTING ENGINEERS FOR PROFESSIONAL ENGINEERING RELATED SERVICES FOR VARIOUS MUNICIPAL OWNED BUILDING PROJECTS ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF THREE (03) YEARS

It is the intention of the Mogalakwena Local Municipality to enter into a service agreement with a service provider that will carry out the services described hereunder. These Terms of Reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Province Limpopo
Municipality Mogalakwena Local Municipality
Project Name Panel of professional consultants in Civil Engineering and Electrical Engineering for planning, designing, project management and commissioning of Infrastructure related works within the municipality
Location Mogalakwena Local Municipality

Bidding Categories:

PROFESSIONAL SERVICES	CATEGORY
Civil / Structural Engineering	
Electrical Engineering	
Mechanical Engineering	
Quantity Surveyor	
Architect	
Town Planner	

NB: Bidders can only bid for one category; failure to comply with the requirement will lead into immediate disqualification, please make a tick on the category you are intending to bid on.

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who have the necessary **Civil Engineering, Mechanical Engineering, Quantity Surveying and Town Planning** Experience.

SECTION 3: PROJECT DESCRIPTION

INTRODUCTION / BACKGROUND

The Mogalakwena Local Municipality invites suitably qualified professional consultants in Civil & Structural Engineering, Mechanical Engineering, Electrical Engineering, Quantity Surveying, Architecture and Town Planning wishing to be on Mogalakwena Local Municipality database/panel of PSP's for undertaking of Municipality owned Building related works/projects, to submit proposals for expression of interest. The request for quotation will be issued to service providers on this panel on a rotation basis. The Database/panel will be valid for 36 months and will be subject to budget and project availability.

PURPOSE / OBJECTIVES OF THE PROJECT

The objectives of this invitation are as follows:

- To appoint professional service providers for each of the disciplines referred to in Section 2 above to serve on an approved professional services provider panel for a period of three years from which professional services providers will be selected on an as and when required basis.
- To ensure the timeous planning and design of capital projects through effective participation by all relevant departments, stakeholders and communities.
- To ensure that the progress and quality of work on projects are monitored in line with the design specifications and the planned scope of work.
- To ensure accurate and timeous reporting on project progress and related expenditure.
- To assist with project management and ensure timeous completion of all building projects.
- To provide geotechnical services, environmental assessment services, land survey services, town planning services, traffic, electrical, mechanical engineering services, architectural services, quantity surveying services, construction health and safety services, air pollution services,

construction and building training and development, management and training of maintenance plan.

SCOPE OF WORK

3.1 The appointed service provider will need to complete the following tasks:

3.1.1 ENGINEERS (Civil/Structural Engineering, Mechanical Engineering)

Engineers are required to be registered with an appropriate professional body (i.e. Engineering Council of South Africa (ECSA) and to have the relevant qualifications, skills, experience and capacity to deliver the scope of work within the required timeframe.

The Engineers shall perform the following standard services under the following stages, as per Engineering Council of South African (ECSA) Guideline for services and process of estimating fees for person(s) registered in terms of the Engineering Professions Act 2000, Act No 46 of 2000.

- Stage 1 – Inception
- Stage 2 – Concept & Viability (often called Preliminary Design)
- Stage 3 – Design Development (also termed Detailed Design)
- Stage 4 – Documentation & Procurement
- Stage 5 – Contract Administration and Inspection
- Stage 6 – Close out

3.1.2 ARCHITECTS

Architects are required to be registered with an appropriate professional body (i.e. South African Council for the Architectural Profession (SACAP) and to have the relevant qualifications, skills, experience and capacity to deliver the scope of work within the required timeframe.

The Architects shall perform the following standard services under the following stages, as per South African Council for the Architectural Profession (SACAP) Final Guideline Professional Fees issued in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000

- Stage 1 – Inception
- Stage 2 – Concept & Viability (often called Preliminary Design)
- Stage 3 – Design Development (also termed Detailed Design)
- Stage 4 – Documentation & Procurement
- Stage 5 – Contract Administration and Inspection
- Stage 6 – Close out

3.1.3 TOWN PLANNERS

Town Planners are required to be registered with an appropriate professional body (i.e. South African Council for Planners (SACPLAN) and to have the relevant qualifications, skills, experience and capacity to deliver the scope of work within the required timeframe.

- The Town Planners shall perform the following standard services under the following stages, as per South African Council for Planners (SACPLAN) Government Gazette No 43596 dated 7 August 2020 with the following Gazette Notices for your information and comments:

Department of Agriculture, Land Reform and Rural Development – Notice 429 of 2020 – SACPLAN No 1 of 2020 – South African Council for Planners – Planning Profession Act, 2002 (Act 36 of 2002)

- - Withdrawal of Notice 1080 published on 5 October 2018.
 - Determination of Guideline Profession Fees in terms of Section 29 of the Planning Profession Act, 2002.

and

Department of Agriculture, Land Reform and Rural Development – Notice 430 Of 2020 – SACPLAN No 2 of 2020 – South African Council for Planners – Planning Profession Act 2002 (Act 36 of 2002)

- - A Manual for the Calculation of Guideline Professional Fees by persons registered in terms of the Planning Profession Act, 2002

and

- - Guidelines on the Method of Calculations of Professional Fees to be Charge by Professional Planners and Technical Planners as contemplated in Section 28 of the Planning Profession Act, 2002.
- Draft Guideline on the Method of Calculation of Professional Fees to be Charged by Professional and Technical Planners
- Draft Manual for the Calculation of Guideline Professional Fees by persons registered In terms of the Planning Profession Act, 2002 (Act 36 of 2002)

- Stage 1 – Inception
- Stage 2 – Concept & Viability (often called Preliminary Design)
- Stage 3 – Design Development (also termed Detailed Design)
- Stage 4 – Documentation & Procurement
- Stage 5 – Contract Administration and Inspection
- Stage 6 – Close out

3.1.4 QUANTITY SURVEYORS

Engineers are required to be registered with an appropriate professional body (South African Council for Quantity Surveyors Profession (SACQSP) and to have the relevant qualifications, skills, experience and capacity to deliver the scope of work within the required timeframe.

The Engineers shall perform the following standard services under the following stages, as per Engineering Council of South African (SACQSP) Guideline for services and process of estimating fees for person(s) registered in terms of the quantity surveying Act 2000 (act 49 of 2000) and the 2015 Guideline Tariff of Professional fees that was published as Board Notice 170 of 2015 in Government Gazette No 39134 of 28 August 2015

- Stage 1 – Inception
- Stage 2 – Concept & Viability (often called Preliminary Design)
- Stage 3 – Design Development (also termed Detailed Design)

- Stage 4 – Documentation & Procurement
- Stage 5 – Contract Administration and Inspection
- Stage 6 – Close out

NOTES

Appointment for projects will be as and when required and will be dependent on project and budget availability. Service providers will be provided with an opportunity to provide cost/pricing once they are part of the panel of service providers as and when required. The project deliverables and their due dates for that particular project will be confirmed and agreed upon prior to signing of the contracts.

3.2 The scope of work for civil engineering, Mechanical Engineering will include, but is not limited to, the following:

- Planning of projects identified in the Integrated Development Plan.
- Consultation with the requesting department to ensure that the scope of work is in line with the relevant approved business plan or project charter.
- Identification of specific projects or project components where the EPWP labour intensive principles can be applied and the implementation and monitoring thereof.
- Provision of design and engineering drawings, specifications, method specifications, tender documents inclusive of conditions of contract, bills of quantities and related documentation in accordance with the relevant project stages.
- Make arrangements for site handover, site establishment and project implementation.
- Project management, inspections, issuing of site instructions, and technical reporting.
- Measurement and certification of project progress for payments.
- Inspections necessary for the issuing of project completion certificates.
- Preparation and submission of project evaluation and close out reports.
- Liaison with external service providers (e.g Telkom, Eskom, etc.) to obtain approvals and wayleaves where necessary.
- Liaison with stakeholders including but not limited to: Ward Committees, Project Steering Committees, and Land Owners.
- Provision of support in dispute resolution.

- The bidder must have the necessary qualification or professional registration before they will be considered for the next stage of the evaluation.

3.2.1 The scope of work for other disciplines will include, but is not limited to:

- The provision of structural, geotechnical, architectural or environmental assessment services (as the case may be), in accordance with governing guidelines, practices, standards and/or legislation relevant and applicable to the discipline in which the service will be rendered.
- Any of the scope of work outlined above that can reasonably be made applicable or are relevant to the geotechnical, architectural or environmental assessment services disciplines.
- Establishing the client's requirements and preferences, assessing user needs and options, appointments of consultants, establishing the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies
- Developing the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project
- Preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works; managing, administering and monitoring the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works
- Ensure that all works are carried out to specific standards, building codes, guidelines and regulations

SECTION 4: PROJECT PLAN/WORKS PROGRAM

Service providers will be expected to submit a proposed works program as and when the service providers are appointed for any specific project.

SECTION 5: PROJECT COSTS / PRICING SCHEDULE AND PAYMENT MILESTONE

Service providers will be expected to provide an estimate of disbursements as and when they are appointed for a specific project and indicate payment at specific milestones successfully completed.

Upon appointment on a specific project, the latest ECSA,SAIE, SACAP, SACPLAN AND SACQSP Gazetted rates will be used for professional fees calculation. Panel members will be requested to submit quotations for specific project and evaluation will be carried out. Appointment will be done on rotational basis.

Optional: Company Experience in the field of expertise for designated services required shall be considered.

The amount must be inclusive of all chargeable costs to the municipality. The municipality will not pay any amount outside the projected/quoted amount.

The successful service provider will be remunerated in accordance with previously agreed upon milestones being achieved, within 30 days after presentation of an approved invoice.

SECTION 6: SKILLS, EXPERTISE AND QUALIFICATION REQUIREMENTS

6.1 SKILLS AND EXPERTISE REQUIRED FOR THE VARIOUS DISCIPLINES

The following skills and expertise should include but not be limited to:

6.1.1 Civil/Structural Engineering:

- Qualified, experienced staff in the field of civil engineering.
- Professional registration of relevant staff members with the Engineering Council of South Africa (ECSA).
- Planning, management and implementation of labour intensive projects with supervising professionals having the relevant NQF 7 (LIC) qualification.
- Proven track record in the civil and structural design environment and related works.
- Proof of sufficient in-house engineering and technical capacity.
- Project management experience.
- Administrative support capability.
- Understanding of the local government environment.

6.1 2 Mechanical Engineering:

- Qualified, experienced staff in the fields of mechanical engineering.

- Professional registration of relevant staff members with the Engineering Council of South Africa (ECSA)
- Proven track record in the mechanical design environment and related works.
- Proof of sufficient in-house engineering and technical capacity.
- Project management experience.
- Administrative support capability.
- Understanding of the local government environment.

6.1.3 **Architect:**

- Qualified, experienced staff in the fields of Architecture.
- Professional registration of relevant staff members with the South African Council of Architectural Profession (SACAP)
- Proven track record in the architectural design environment and related works.
- Proof of sufficient in-house architectural capacity.
- Project management experience.
- Administrative support capability.
- Understanding of the local government environment.

6.1.4 **Quantity Surveying:**

- Qualified, experienced staff in the fields of electrical engineering.
- Professional registration of relevant staff members with the South African Council of Quantity Surveying Profession (SACQSP)
- Proven track record in the quantity surveying environment and related works.
- Proof of sufficient in-house QS capacity.
- Project management experience.

- Administrative support capability.
- Understanding of the local government environment.

6.1.5 Town Planning:

- Qualified, experienced staff in the fields of electrical engineering.
- Professional registration of relevant staff members with the South African Council of town planning profession (SACPLAN)
- Proven track record in the town planning environment and related works.
- Proof of sufficient in-house town planning capacity.
- Project management experience.
- Administrative support capability.
- Understanding of the local government environment.

The successful service providers and the project team members must have the relevant experience in the **listed** field and have at least one member registered with the professional body as specified (ECSA),(SAIE), (SACAP), (SACQSP), (SACPLAN). (Not as a candidate).

The municipality has the right to request a presentation or submission of samples if deemed necessary after closing of the tender.

COMPANY EXPERIENCE (COMPULSORY)

EXPERIENCE OR REFERENCE LIST OF SIMILAR WORK SUCCESSFULLY COMPLETED

INSTITUTION NAME	PROJECT NAME /DESCRIPTION	VALUE OF PROJECT	PROJECT START & COMPLETION DATE	CONTACT PERSON & NUMBER	SUPPORTING DOCUMENT (appointment letter/order/etc)

Note:-Complete the table above on company experience.

NB! It is compulsory that service providers attach certified proof of similar project executed from institutions e.g. Appointment letter/ Official purchase order / letter from the institution indicating that the work was indeed executed successfully.

The Municipality has the right to score the service providers zero if the evidence is not attached / the referees indicated above are not traceable and they are unable to submit or recall the project as indicated above.

COMPULSORY TABLE TO BE COMPLETED BY SERVICE PROVIDERS

Name	Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* HDI Status			% of business / enterprise owned
				No franchise prior to elections	Women	Disabled	

SECTION 7: DELIVERY TIMEFRAME

The appointment to be in the panel of consultants will be valid for **Three (03) years** from the date of the acceptance of the appointment letter and signing of the SLA.

SECTION 8: REPORTING

The successful bidder will be expected to submit a detailed report to MLM on a monthly basis (1 copy to Project Manager and another copy to Supply Chain Management Unit) when there are projects that are being implemented. The monthly reports must be submitted not later than the 07th of every month.

SECTION 9: PROJECT TEAM

CV's of the project team must be included in the proposal. Project team must be available for the whole implementation of the project. Declaration letters of availability of the team members must be attached together with signed affidavit and employment contracts, and in case of resignation of the member, the service provider must inform the municipality in writing. The resigned member must be replaced by team member of the same Qualification and experience in consultation with MLM.

The CV's must include years of experience in related projects, including project names and contactable reference list.

EVALUATION ON ADMINISTRATIVE COMPLIANCE-PHASE 1

- Bidders who comply with administrative requirements will qualify for further evaluation on functionality.
- Bidders who do not comply with administrative requirements will be disqualified.
- The evaluation on administrative compliance will be as per the list of returnable documents.

EVALUATION ON FUNCTIONALITY COMPLIANCE-PHASE 2

- The bidders who score 70 points or more on functionality will be scored on B-BBEE
- The bidders who score less than 70 points on functionality will be disqualified.
- The proposal will be evaluated as follows

CRITERION	POINTS
FUNCTIONALITY	100
B-BBEE	20

FUNCTIONALITY EVALUATION:

CIVIL ENGINEERS and ELECTRICAL ENGINEERS

ITEM No.	DESCRIPTION	POINT DISTRIBUTION	MAX. MOINTS
1	<p>Relent Company Experience (Attach certified copies of appointment letters and completion certificated not older than three months)</p>		
	<p>Previous experience of Civil Engineering or Electrical Engineering or Mechanical Engineering, Quantity Surveying, Town Planning and Architecture Attach Appointment letters and Certified Completion Certificates or recommendation letter. <u>N.B. Printed project names without Appointment letters and Certified Completion letters will score ZERO points.</u></p>	<p>1 to 2 projects = 10 points 3 to 4 projects = 15 points 5 to 6 projects = 20 points 7 or more projects and more = 30 points</p>	<p>Max. 30 points</p>
2	<p>Key Staff Certified Qualifications (All qualifications to be SAQA certified)</p>		
	<p>Certified copies of qualifications along with Detailed CV of personnel. Certificates not certified will score ZERO point.</p> <p>1 Lead Civil or Structural engineer 1 Lead Electrical engineer 1 Lead Mechanical engineer 1 Lead Quantity Surveyor 1 Lead Architect 1 Lead Town Planner</p>	<p>No Relevant Qualification = 0</p> <p>BTech or BSc in Civil Engineering or Electrical Engineering or mechanical Engineering, Quantity Surveying, Architecture, Town Planning without professional body registration = 5</p> <p>Masters in Civil Engineering or Electrical Engineering or mechanical Engineering or Quantity Surveying or Architecture or Town Planning without professional body registration = 15</p> <p>Registration with a professional body = 10</p>	<p>Max 30 points</p>

3	<p>Key Staff Experience</p> <p>Detailed CV of personnel</p> <p>1 Lead Civil or Structural engineer</p> <p>1 Lead Electrical engineer</p> <p>1 Lead Mechanical engineer</p> <p>1 Lead Quantity Surveyor</p> <p>1 Lead Architect</p> <p>1 Lead Town Planner</p>	<p>0 to 4 years in Civil Engineering or Electrical Engineering or mechanical Engineering or Quantity Surveying or Architecture or Town Planning projects = 5</p> <p>5 to 10 years in Civil Engineering or Electrical Engineering or mechanical Engineering or Quantity Surveying or Architecture or Town Planning projects = 10</p> <p>11 to 15 years in Civil Engineering or Electrical Engineering or mechanical Engineering or Quantity Surveying or Architecture or Town Planning projects = 15</p> <p>Over 15 years in Civil Engineering or Electrical Engineering or mechanical Engineering or Quantity Surveying or Architecture or Town Planning projects = 20</p>	<p>Max. 20 points</p>
4	<p>Locality of the Business:</p>		
	<p>Attach valid proof of office address and municipal account and/or Lease Agreement, the business premises may be visited by municipal officials to verify information supplied</p>	<p>Within Mogalakwena LM = 20</p> <p>Within Waterberg District = 15</p> <p>Within Limpopo Province =10</p> <p>Outside Limpopo Province =5</p>	<p>Max 20 points</p>

N.B! The minimum cut-off point for functionality is 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation.

Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 70 points will then be scored on B-BBEE.

Points for B-BBEE status level of contributor

Preferential Elements = 20

Final Proposal will be evaluated on the basis of PPPFA 80/20 point system. The 80/20 point system will be as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

The points scored for functionality will not be added to the points scored for B-BBEE status level of contribution.

The B-BBEE Status Level Verification Certificates submitted must be issued by the following agencies:

Bidders other than EME's and QSE's

- (a) Verification agencies accredited by SANAS; or
- (b) Registered auditors approved by IRBA.

Bidders who are EME's and QSE's

Must submit sworn affidavits or Certificate issued by Companies and Intellectual Property Commission (CIPC) confirming their annual turnover of R10 000 000.00 or less and level of black ownership to claims points. **Attached hereto as follows:**

Annexure A- Sworn Affidavit – B-BBEE Exempt Micro Enterprise.

Annexure B - Sworn Affidavit – B-BBEE Qualifying Small Enterprise.

A bid will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points for B-BBEE.

N.B! A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

1.3 Calculation of total points scored for price and B-BBEE status level of contribution

1.3.1 The points scored for price must be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100.

2 EVALUATION OF BIDS THAT SCORED EQUAL POINTS

2.1 In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points for B-BBEE.

2.2 If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

2.3 In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.

SELECTION CRITERIA

The following criteria in conjunction with accepted procurement criteria will be applied during the evaluation of the proposals to the Mogalakwena Local Municipality:

- A demonstrated understanding of the requirements of the brief;
- The strength of the company's ability to complete the job successfully.
- The strength of the creative material in meeting the objectives;
- Relevant and related experience of the team of people who will work on the project;
- The ability to deliver within the time frame set;

SERVICE LEVEL AGREEMENT

Once your Company has been selected, you will need to sign a contract which outlines the agreed duties of each party, as well as the required deliverables, remuneration, mutual delegations and terms and conditions of the appointment. The contract will be for the duration of the project including the liability period. The following considerations should be noted when contractual negotiations begin:

- Intellectual property
- Privacy of information

- Terms and conditions

REQUIRED BIDDER PROFILE:

A company profile should be submitted, while interested parties should also indicate in their proposals their expertise and capacity to undertake the project in question. Previous experience reference list with recent contacts telephone numbers must be attached.

PAYMENT:

Payment will be done against a fixed term contract according to Supply Chain Policy of Mogalakwena Local Municipality, which must be inclusive of travelling and accommodation. All payments shall be made on the presentation of quality controlled; accepted, agreed deliverables and as per quotation. No variable cost not quantified will be allowed, all cost must be quantified unless the tender is of nature that cannot be quantified and it is stated as such in the financial proposal.

REFERENCES:

The proposal should include a client reference list with contact details and a brief description of projects successfully completed with clear indication of project awarded amounts, time frame and description of the relevant project.

Similar references of other district and local municipalities or provincial governments will be an added recommendation and/or advantage.

BID PROPOSAL:

The submission of bid proposals will close on as per the advert.

Note that all bid proposals are to be deposited into the bid box at Mogalakwena Local Municipality, 54 Retief Street, Mokopane, 0600.

No fax or email will be considered for the submission of the proposals.

ENQUIRIES:

General Enquiries regarding this request for proposals should be directed either by Telephone, or preferable/ advisable by E-mail to Supply Chain Management Unit and contacts are as follows:

- E-mail address: supplychain@mogalakwena.gov.za
- Tel. Number: (015) 491 9600/62/9731

N.B! Enquiries must be **forwarded in writing through e-mail address** above. No enquiries will be entertained **48 hours (2 days) before closing of the tender.**

THE FOLLOWING BIDDING CONDITIONS WILL APPLY:

- Price(s) quoted must be valid for at least ninety (90) days from the closing date of the tender;
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached;
- Company registration certificate showing percentage of shareholders e.g. CK1, CK2 etc.
The following information must be indicated, percentage owned by HDI, Women, Youth and Disabled and the location.
- ID copies of the shareholders must be attached;
- Municipal accounts for the physical address of the business and residential addresses of each of its shareholders. The municipal accounts submitted may not be older than 2 months from the closing date of tender.
 - If the proof submitted is not in the name of the company or shareholder, written explanations and evidence must be attached indicating how the proof submitted relates to the said business or shareholder;
 - In cases where the address of the business or shareholder is not through ownership but through a lease agreement, a copy of municipal account for the owner of the building must be attached as well as a copy of the lease agreement with the said business or shareholder;
 - Evidence of the Physical addresses of business and shareholders must be attached if not evident from the municipal account;
- This should provide clear evidence that the municipal accounts of the business' address and the residential addresses of every individual shareholder are not in arrears for more than 90 days;
- Copy of Valid Tax Clearance Certificate
- Tender proposal will be evaluated on PPPFA 80/20 points system;
- Exclusion of other items will cause a disqualification;
- Contactable Reference list of previous **completed** projects must be attached. Contactable reference list must comprise of the following information: - **project name, scope / description of appointment, company tendered for, tendered amount, appointment date, contactable references with telephone numbers and completion date.**
 - The most relevant and recent projects should be summarized on the tender document template and additional projects and explanations may be included as a separate attachment to the tender document;
 - A letter or other evidence (appointment letter/ purchase order) from the reference institution indicating that the project was successfully completed should be submitted as evidence. If not submitted, MLM reserve the right to not consider the project during evaluation of experience;
 - The scope description should be an exact, but very short description of the specific goods or services provided, not vague or in general. E.g. not just "maintenance" / "repairs" / "work", but what type of "__ maintenance" / "__ repairs" / "__ work".
- Form must be signed in black ink (no pencil is allowed or other colour);
- All MBD Forms must be completed and signed in black ink;
- Initialed NT Conditions of Contract;

- 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 initialed.
- Certified Copy of BBBEE certificate /sworn affidavit (If applicable)
- Proof of registration of fully compliant Central Supplier Database

- Proof of valid Professional Indemnity Insurance of not less than R3 million.
- Proof ECSA, SACAP, SACPLAN, SACQSP registration certificate for the key staff members (Worked for not less than 3 years after obtaining the entry for professional registration) (not as a candidate)
- Labour Intensive Construction NQF 7 (LIC) certificate
- Power of attorney / authority of signatory (if it's a JV, both partners must sign)
- Proof of business bank account in terms of valid stamped bank confirmation letter is required
- Selection of one bidding category.

- **Please note that all certified documents must not be older than 3 months**
- **Bank confirmation letter must not be older than 3 months**

Note: Failure to comply with any of the above-mentioned conditions will be an automatic disqualification.

The shortlisted companies and the directors or shareholders will be subjected to clearance or verification tests that the institution might deem necessary. Also note that the reference list attached might be contacted for verification process on the municipality's discretion.

RECOMMENDED:-

ALL INTERESTED SERVICE PROVIDERS ARE ADVISED TO **NUMBER** THEIR PROPOSALS NEATLY, ATTACH ALL NECESSARY DOCUMENTS, INCLUDE A **TABLE OF CONTENT PAGE** OF THE PROPOSAL AND **BIND** THEM INCLUDING THE MUNICIPALITY TENDER DOCUMENT.

CHECKLIST ON MINIMUM REQUIREMENTS

No.	MINIMUM REQUIREMENTS	TICK	COMMENT IF NOT ATTACHED
COMPULSORY			
1.	Copy Valid Tax Clearance Certificate		
2.	Copy of valid Company / entity registration certificates		
3.	Copy of CIPC Certificate of annual returns must be attached		
4.	Certified ID copies of all the shareholders		
5.	All MBD Forms must be completed and signed		
6.	Municipal account of the company and shareholders which is not in arrears for more than 90 days (see detailed explanation under “Conditions”).		
7.	Copy of MLM receipt for the tender payment		
8.	Any alterations must be initialed		
9.	Form must be signed in black ink		
10.	Price(s) quoted is valid for at least ninety (90) days from the closing date of tender		
11.	Proof of valid professional Indemnity Insurance of not less than R5 million		
12.	Proof of professional body (ECSA, SACAP, SACPLAN, SACQDP, SAIE) registration certificate for the key staff members		
13.	Power of attorney / authority of signatory		
14.	Proof of business bank account confirmation		
15.	Initialed Tender Document		
16.	Labour Intensive Construction NQF 7 (LIC) certificate		
17.	Selection of one bidding category		
IF APPLICABLE			
1.	In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed.		
ZERO SCORE IF NOT SUBMITTED			
1.	Curriculum Vitae (CV’s) of the Team members with certified copies of qualifications, ID’s, years of relevant experience on similar projects and projects names. (attach signed affidavit and employment contracts)		
2.	Contactable Reference, List of previous completed projects (see detailed explanation under “Conditions”).		

3.	Quotes as per the scope of work (compliance to specification)		
4.	Company Profile (Indicating Shareholding, core business, experience, etc.)		
5.	Certified Valid BBEE Certificate or Certified sworn affidavit with the status level verification for EME's. Refer to paragraph 1.2 of the specifications.		

Note: Failure to comply with any of the conditions will be an automatic disqualification

Service provider / representative

Signature