

## **Guidelines on Specification for Procuring Services**

### **Guideline for Terms of reference**

This tender is for the appointment of a Contractor for Maokeng/Gelukwaarts: Upgrading of Masione and Stiloane Street (0.796 Km) to a Paved Road with vehicular Crossing.

#### **A. Background**

The Moqhaka Local Municipality had in its IDP programme upgrading of this street on the 2023/24 financial year. The project has been registered with MIG and the funds has been allocated for the financial year.

#### **B. Scope of Work / Terms of Reference**

The scope will be mainly construction of Masione street (0.433km) and Stiloane Street (0.363km) with interlocking brick paved road with kerbs on one side and open concrete channel on the other side and vehicular crossing (35 of 1.5m x1.5m box culverts) at Masione street.

The major items of the works included in this contract are:

- Removal of existing tar surface
- Bulk excavation of reusable material and carting to stockpile areas (for reuse in pavement layers or sidewalks)
- Bulk excavation up to the roadbed level unless firm rock is encountered above the level.
- Removal of unsuitable material below the roadbed level and the possible stabilization of material if necessary
- Construction of pavement layers
- Kerbs and storm water channel
- Laying of 80mm/30MPa interlocking concrete blocks paving
- Relocation of existing services
- Road signage.
- Vehicular crossing (35 of 1.5mx1.5m box culverts)

#### **PROPOSED ROADS WORK STRUCTURE**

The following approach is recommended:

Generally, the alignment will follow the existing tracks. In some areas the alignment will be on the existing track, while in other it may be on virgin soil adjacent to the existing track. The following construction process is proposed:

- C. Box out area where pavement is to be constructed (approximately 650mm deep (below natural ground level) – refer to the proposed cross-section.
- D. Rip and recompact the in-situ material to at least G8/G9 material or better
- E. Import 150mm layers (G7 quality) from commercial sources.
- F. Import 150mm layers (G5 quality) from commercial sources.
- G. Import 150 mm layers (Stabilized G5 – C3) from commercial sources.
- H. Construct 80 mm Interlocking Concrete Block Pavers with 20mm sandbed.

## I. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers monthly in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of the service provider will be done on monthly basis.

## J. CIDB Grading

**CIDB Grading – 6CE and above**

## K. Preferential Points System

*Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.*

### 80/20

**A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. These goals are:**

- (a) The Promotion of Black-Based Black Economic Empowerment (B-BBEE) enterprises: 5 points
- (b) the promotion of SMMEs located in the local area: 10 Points
- (c) the promotion of enterprises owned by youth individuals: 5 points

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

| The specific goals allocated points in terms of this tender                                                                             | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>A. Locality of Supplier- The most points than can be claimed based on support is 10 Points</b>                                       | 10                                                                                      |                                                                                 |
| Within the boundaries of Moqhaka Local Municipality – <b>10 Points</b>                                                                  |                                                                                         |                                                                                 |
| Or within the boundaries of Fezile Dabi District– <b>6 Points</b>                                                                       |                                                                                         |                                                                                 |
| Or within the boundaries of the Free State– <b>4 Points</b>                                                                             |                                                                                         |                                                                                 |
| Or outside of the boundaries of the Free State– <b>0 Points</b>                                                                         |                                                                                         |                                                                                 |
| <b>B. Youth Ownership of Company (Youth is 35 years and younger) - The most points than can be claimed based on support is 5 Points</b> | 5                                                                                       |                                                                                 |
| 81 – 100% Youth Owned – 5 Points                                                                                                        |                                                                                         |                                                                                 |
| 61 – 80% Youth Owned – 4 Points                                                                                                         |                                                                                         |                                                                                 |
| 41 – 60% Youth Owned – 3 Points                                                                                                         |                                                                                         |                                                                                 |
| 21 – 40% Youth Owned – 2 Points                                                                                                         |                                                                                         |                                                                                 |

|                                                                                                                 |           |  |
|-----------------------------------------------------------------------------------------------------------------|-----------|--|
| 1 – 20% Youth Owned – 1 Point                                                                                   |           |  |
| 0% Youth Owned – 0 Points                                                                                       |           |  |
| <b>C. B-BBEE Status Level of Contributor - The most points than can be claimed based on support is 5 Points</b> | <b>5</b>  |  |
| Level 1 – 5 Points                                                                                              |           |  |
| Level 2 – 3 Points                                                                                              |           |  |
| Level 3 – 1 Point                                                                                               |           |  |
| Level 4 to Level 8 – 0 Points                                                                                   |           |  |
| <b>TOTAL POINTS</b>                                                                                             | <b>20</b> |  |

## L. Duration of the Contract

*State how long the contract will take*

9 months

## M. Functional or Technical Evaluation Criteria (If Applicable)

*See examples of Functional Evaluation Criteria below in Annexure A*

### ANNEXURE “A”

#### Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

| Criteria                                                                                                                                                                                                                                                                                                                                           | Weight                     | Points allocated | Documents to be submitted as proof to score points                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of similar type of projects ( <b>roads and stormwater with vehicular crossing</b> ) of R10 million or above successfully completed by the contractor and 3 of the projects must be or have vehicular crossing..<br><br>0 projects<br>1 project<br>2 projects<br>3 projects<br>4 projects<br>5 projects and above                            | 0<br>1<br>2<br>3<br>4<br>5 | 35               | Provide signed <b>appointment and completion letters</b> of similar projects ( <b>roads and stormwater with vehicular crossing</b> ) completed with contact details for references that can be contacted by the Municipality to confirm that project was done.<br>For Subcontracting: appointment and completion letter of the main contractor from the client must be attached.                                                                       |
| Personnel references (Number of similar type of projects ( <b>roads and stormwater with vehicular crossing</b> ) of R10million or above successfully completed by the Contract manager or Site Agent/Manager with their certified qualifications:<br><br>0 projects<br>1 project<br>2 projects<br>3 projects<br>4 projects<br>5 projects and above | 0<br>1<br>2<br>3<br>4<br>5 | 33               | Provide the names of your key personnel with list of similar projects they have completed and their certified qualifications ( <b>minimum N. Diploma and above in Civil Engineering or any relevant qualification</b> ) and must currently be employed by the Bidding company, if not then a letter stating such intent to employ this person, including this person's signature of willingness & acceptance for the intended duration of the project. |
| Construction plant and resources required:<br>0 of 5 plant                                                                                                                                                                                                                                                                                         | 0                          | 32               | Submit proof of ownership with company name or signed letter of intent                                                                                                                                                                                                                                                                                                                                                                                 |

|                          |                    |   |            |                                                             |
|--------------------------|--------------------|---|------------|-------------------------------------------------------------|
| TLB                      | 1 of 5 plants      | 1 |            | to hire from supplier/plant owner valid from tender advert. |
| Excavator                | 2 of 5 plants      | 2 |            |                                                             |
| Roller (10 - 20ton)      | 3 of 5 plants      | 3 |            |                                                             |
| Grader                   | 4 of 5 plants      | 4 |            |                                                             |
| Tipper Truck             | 5 plants and above | 5 |            |                                                             |
| <b>TOTAL MAX. POINTS</b> |                    |   | <b>100</b> |                                                             |