

**Physical Address:** No. 01 Seller Street | Nqanqarhu | 5480

**Postal Address:** P.O. Box 1 | Nqanqarhu | 5480

**Tel:** 045 9328100 | **Fax:** 045 9321094 | **Facebook:** @Elundini Local Municipality | **Twitter:** @ElundiniLM | **YouTube Channel:** @Elundini Local Municipality | **Instagram:** @elundini\_lm

**ELUNDINI LOCAL MUNICIPALITY  
TENDER NOTICE AND INVITATION TO TENDER**

**The Elundini Local Municipality is Requesting for Proposals on the following goods and services:**

PROJECT NAME	Contract Number	Technical Enquires contacts
Development of Recognition of Prior Learning (RPL) Toolkit and Model for Community House Building Certificate	ELM-6/006/2022-2023	Mr V. Madolo Tel. 045 932 8162 E-mail: viwem@elundini.gov.za
Provision of Environmental Consulting Services and water use licence for Ugie Agro Processing Hub (Phase 2)	ELM-6/007/2022-2023	
<b>RE-ADVERTISEMENT:</b> Art and Craft Development Plan with the Strategic Linkage to Craft Centre	ELM-6/002/2022-2023	
Supply and Delivery of LDV Single Cab	ELM-3/038/2022-2023	Mr M. Majikija Tel.048 932 8223 Email: mpumim@elundini.gov.za

1. To implement and administer the Recognition of the Prior Learning Programme of Elundini Local Municipality contractors for purposes of Community Housing Building Certificate for a period of one months.
2. Professional Service Provider to conduct an Environmental Impact Assessments and obtain environmental authorization for the planned establishment of an Agro Processing Hub in Ugie as well as issuing of water use license from Department of Water Affairs for a period of six (6) months
4. To facilitate a Strategic Planning session towards the development of Art and Craft Development Plan with the linkage to Mount Fletcher Craft Centre for a period of three months
4. To supply and delivery of LDV Single Cab to Nqanqarhu

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

**Stage 1 of Evaluation: Test for responsiveness of goods and services are as follows:**  
**Special conditions of all the bids**

Contract no.	Quality Criteria	Evidence
ELM-6/006/2022-2023	1. Project Team	1 reference letter of team leader with 5 years' experience in training bricklaying and plastering
	2. Company Experience	Proof that company has conducted projects of similar nature
	3. Methodology	Project plan with clear time frames and detailed method statement
ELM-6/007/2022-2023	CV's, relevant certificate and proof of registration on the following Registered professionals and relevant professional bodies: Environmental Practitioner, Technologist Water Sanitation, Technologist Roads, Storm water and Transport Infrastructure, Agricultural Eco System Specialist, Terrestrial Biodiversity Specialist, Wetland Specialist, Aquatic Specialist and Palaeontology Specialist	
ELM-6/002/2022-2023	1.Project Team	3 reference letters of project team with 3 years' experience in Tourism
	2.Company Experience	2 reference letters from community art centre of 4 years' experience in project of similar nature
	3. Methodology	Project plan with clear time frames and detailed method statement
ELM-3/038/2022-2023	Bidder fully compliant with specification	Illustrated brochure of vehicle offered

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:  
Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager



Bidders with non-compliant with the above special conditions will be disqualified and not be considered for further evaluation.

Specific Goals of all bids are as follows: ELM-6/006/2022-2023, ELM-6/007/2022-2023, ELM-6/002/2022-2023, ELM-3/038/2022-2023

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

Specific Goals	Proof of specific goal
- EME or QSE which is at least 51% owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Wednesday, 29 March 2023**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown test for responsiveness conditions, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.gov.za](http://www.elundini.gov.za), National Treasury E-tender portal and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: [hlobikazi@elundini.gov.za](mailto:hlobikazi@elundini.gov.za)

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD.  
(Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Tuesday, 25 April 2023** for all the bids at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

  
JACK MDANI  
MUNICIPAL MANAGER

## BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality by not later than 12h00 on Tuesday, 25 April 2023.
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .
- (d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)



## **7. Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

## **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

## **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

## **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

## **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

## **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp)

## **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

## **14. Requirements for the Joint Venture**

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

**15. Site / Information Meetings**

None

**16. Procurement Policy**

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

**17. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

**18. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

**19. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

**20. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

**21. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

**22. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**23. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

**SPECIFICATIONS  
& SCHEDULE OF QUANTITIES**



## **Terms of Reference for Art and Craft Development Plan with the strategic linkage to Mount Fletcher Craft Centre**

### **Project Description**

Elundini Local Municipality is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998. The Mandate of the ELM is to facilitate skills development for local government sector. ELM is a statutory body established in terms of the Skills Development Act (No. 97 of 1998) as amended, to advance skills levels in accordance with the National Skills Development Strategy III.

### **Project Background**

The Elundini Local Municipality is taking strides in capacitating small medium and micro enterprises across the different industry strata in order to hone their skills and thus participate meaningfully in the economy of not only the Elundini and its borders but in South Africa and beyond. The municipality is therefore deliberate in using the Construction Industry as a model in capacitating Artisans both those who are certificated and those who are yet to be certified. For those individuals who are not certified but have the skills and dexterity accumulated over the years plying their trade as Artisans will be recognized through the Recognition of Prior Learning Programme (RPL). The Artisans will be put through a battery of test to understand their abilities in the field of Bricklaying with an appropriate competency qualification awarded post the assessment process. Following this process will be a Trade Test for all those who are found to be competent in bricklaying as a skill.

It is against this backdrop that the municipality seeks the services of a qualified service provider to implement and administer the Recognition of the Prior Learning Programme of our contractors for purposes of certification. It is our understanding that certification will provide the much-needed currency for the contractors to ply their skills for economic purposes. The number of contractors earmarked for the RPL programme is 20 (twenty)

### **PROJECT GOALS AND OBJECTIVES**

- (i) To develop skills base of qualified Artisans in Brick Laying within the Elundini Local Municipality via the Recognition of Prior Learning toolkit and model for the National Certificate: Community House Building qualification, in line with The CETA Sector Skills Plan.
- (ii) To provide guidance and recommendations on remedial action to be taken for those learners who fail to meet the competency requirements on Brick Laying. The "National Certificate in Community House Building" reflects the skills, knowledge and understanding required to participate effectively as a multi-skilled practitioner in the building construction industry and preferably in the construction of basic housing structures.

The Recognition of Prior Learning toolkit and model must be aligned to the National Certificate: Community House Building qualification (SAQA id 24273), Curriculum document, Qualification document and assessment specification.  
The purpose of the project is to:

- (i) Appoint a service provider to conduct competency assessments for learners on Brick Laying for purposes of a Recognition of Prior Learning (RPL) for the National Certificate: Community House Building qualification (SAQA ID 24273).
- (ii) Provide guidance and support for those learners who do not meet the competency requirements and therefore are unable to proceed to Trade Test.
- (iii) Ensure that the Assessment Toolkit used for this purpose is aligned to the workplace practices and requirements of the learners.

### **PROJECT METHODOLOGY & APPROACH**

Collaborate with sector/industry-based Community of Experts Practitioners (CEPs) to ensure that the toolkit IFIC GOAL: is aligned to workplace practices and needs.

- (ii) Use an activity and outcome-based development methodology.
- (iii) Use the outcome-based courseware design approach.

### **PROJECT GOALS AND OBJECTIVES**

- (iii) To develop skills base of qualified Artisans in Brick Laying within the Elundini Local Municipality via the Recognition of Prior Learning toolkit and model for the National Certificate: Community House Building qualification, in line with The CETA Sector Skills Plan.
- (iv) To provide guidance and recommendations on remedial action to be taken for those learners who fail to meet the competency requirements on Brick Laying. The "National Certificate in Community House Building" reflects the skills, knowledge and understanding required to participate effectively as a multi-skilled practitioner in the building construction industry and preferably in the construction of basic housing structures.
- (i) The Recognition of Prior Learning toolkit and model must be aligned to the National Certificate: Community House Building qualification (SAQA id 24273), Curriculum document, Qualification document and assessment specification. Competency Assessment of Learners/Contractors on Brick Laying for purposes of acquiring the National Certificate (Community House Building Qualification).
- (ii) Contractors who are found to be competent must be able to proceed for a Trade Test on Brick Laying (Community House Building occupation) Community House Building occupation.



- (iii) Provide guidance and recommendations for remedial action for those Learners/Contractors who fail the competency tests on Brick Laying
- (iv) Provide accommodation and meals for the 15 Learners/Contractors who will be attending the Competency Assessments Programme on Brick Laying.

## REPORTING

- (i) Inception meeting to outline and emphasize on the execution of the project.
- (ii) Report to the Steering Committee or an appointed representative of the municipality.
- (iii) The provider must submit a post Assessment Report of the Learners with recommendations on remedial action for those who fail the competency tests.

**Special Conditions:** The following are compulsory requirements, failure to provide any, the bidder will be deemed non-responsive

CRITERIA OF ASSESSMENT	EVIDENCE
<b>Project Team</b>	
Knowledge of training and development on Masonry Products	1x Reference letter
The team leader should have a minimum of 5 years' experience in bricklaying, training in bricklaying and plastering	Qualifications of brick laying and CV.
<b>Company Experience</b>	
The bidder or company should provide proof that they have successfully completed project of the similar nature.	Three testimonial letters that the company has successfully done competency assessment and RPL
Trainers and assessors must have conducted projects of the similar nature	Attach CVs and Certificates of the Trainers and Assessors who will be conducting the competency assessments and RPL
Attach a detailed company profile demonstrating the capability of the service provider in successfully conducting the exercise. Provide ISO 9001 Certificate for Quality Assurance	Company profile Certificate
<b>Methodology and Time Frame</b>	
The service provider must submit a project plan timelines for the delivery of the project.	A detailed method statement with clear time frames or as otherwise justified by service provider
The service provider to also provide a plan for the capacity building of those learners who fail the competency assessment	
The service provider must submit a concept paper or plan on the mode of delivery that talks to the practical training and assessments of those who have skill but do not meet the literacy requirements for a written assessment.	

**Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points**

Specific Goals	Proof of specific goal
- EME or QSE which is at least 51% owned by Black people = 20 Points	- Company registration document and valid certified B-BBEE certificate or original sworn affidavit