



## TENDER DATA

The Consulting firms should have capacity strength to implement projects of any category in Civil Engineering Disciplines

*Consultant*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*



## TENDER DATA

1.	The Employer is: Thembisile Hani Local Municipality Private Bag X 4041 Empumalanga 0458			
2.	Tender Documents			
	<p><b>Tendering Procedures</b> Tender notice and invitation to tender Tender data</p> <p><b>Returnable Documents</b> List of Returnable Documents</p> <p><b>The Contract</b> <b>Agreements and Contract data</b> Forms of Offer and Acceptance Contract Data</p> <p><b>Pricing Data</b> Pricing Instruction Bill of Quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>			
3.	<p><b>Interpretation</b></p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p><b>Communication.</b></p> <p>The Employer's Representative is;</p> <table border="1"><tr><td><p><b><u>Accounting Officer;</u></b> DJD Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p></td><td><p><b><u>Procurement Eng.</u></b> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9233</p></td><td><p><b><u>Technical Enquiries.</u></b> SE Kalipa Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9100</p></td></tr></table>	<p><b><u>Accounting Officer;</u></b> DJD Mahlangu Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9100</p>	<p><b><u>Procurement Eng.</u></b> Supply Chain Unit Private Bag X 4041 Empumalanga 0458 Tel: 013 986 9233</p>	<p><b><u>Technical Enquiries.</u></b> SE Kalipa Private Bag X 4041 Empumalanga 0458 Tel : 013 986 9100</p>
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Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2



4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	<b>The Employer's right to accept or reject any tender offer</b>  The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.
6	<b>Tenderer Obligations</b>
6.1	The Council retains the right to call for any additional information that it may deem necessary
6.2	If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.  Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: <ol style="list-style-type: none"><li>1. Control</li><li>2. Management</li><li>3. Operations</li><li>4. Risk</li><li>5. Profit and Loss</li></ol>
6.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
6.4	At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
7	<b>Compensation of tendering</b>  The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
9	<b>Check documents</b>  The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

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	<p><b>Thembisile Hani Local Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, company CK document, qualifications of key personnel, as well as the B-BB EE certificate) for review and certification by its Commissioner of Oath.</b></p>
10	<p><b>Confidentiality and Copyright of Documents.</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p> <p><b>In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by THLM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify THLM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.</b></p>
11	<p><b>Eligibility</b></p> <p>Only those tenderers who complies with this tender specifications will be considered. Tenderers shall delegate Project Leader who meet the prescribed requirements specified in the tender, in terms of academic qualification, professional registration and experience.</p>
12	<p><b>Clarification Meeting</b></p> <p>A compulsory clarification meeting will be held on:</p> <p>Time: <b>11:00 am</b>  Date: <b>10 March 2026</b>  Location: <b>Thembisile Hani Local Municipality  Municipal Shelter  Kwaggafontein  0458</b></p>
13	<p><b>Submitting tender offer:</b></p> <p>13.1 No Tender document will be considered unless submitted on Council’s Official Tender Document</p> <p>13.2 Return all the returnable documents to the employer after completing them.</p> <p>13.3 The employer’s address for delivery of tender offers and identification details to be shown on such tender offer package are:</p> <p><b>Location of tender box</b> :Thembisile Hani Local Municipality  <b>Physical address</b> : Stand No. 24, Corner Police Station Kwaggafontein C, Empumalanga</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p>



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13.4	All tender received by the Thembisile Hani Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.
13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
14	<b>Closing Time:</b>
14.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: <b>12:00</b> Closing Date: <b>01 April 2026</b> Location: <b>Thembisile Hani Local Municipality Stand No. 24 Corner Police Station Kwaggafontein C Empumalanga 0458</b></p> <p>Tenders will be opened in public at the same time.</p>
14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the THLM.
15	<b>Pricing the tender</b>  State the rates and prices in Rand
16	<b>Alterations to the Tender Documents.</b>  <b>No</b> alterations may be made to the tender document issued by the employer.  Proposals and any other supporting documents must be attached to the back of this tender document
17	<b>Alternative tender offer.</b>  No alternative tender offers will be considered or accepted  Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.
18	<b>Tender Offer Validity</b>  The Tender offer validity period is <b>120 days</b> from the closing date.

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19	<p><b>Tender clarification after submission</b></p> <p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>								
20	<p><b>Tender evaluation points</b></p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"><li>(a) Price; and</li><li>(b) B-BBEE Status Level of Contribution.</li></ul>								
21	<p>The maximum points for this bid are allocated as follows:</p> <table border="1"><thead><tr><th></th><th>POINTS</th></tr></thead><tbody><tr><td><b>PRICE</b></td><td><b>80</b></td></tr><tr><td><b>SPECIFIC GOALS</b></td><td><b>20</b></td></tr><tr><td><b>Total points for Price and Specific Goal must not exceed</b></td><td><b>100</b></td></tr></tbody></table>		POINTS	<b>PRICE</b>	<b>80</b>	<b>SPECIFIC GOALS</b>	<b>20</b>	<b>Total points for Price and Specific Goal must not exceed</b>	<b>100</b>
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<b>Total points for Price and Specific Goal must not exceed</b>	<b>100</b>								
22	<p><b>Evaluation of Tenders</b></p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the THLM.</p>								
22.1	<p><b>The following steps will be followed in evaluation;</b></p> <ul style="list-style-type: none"><li>1. Determination of whether or not tender offers are complete.</li><li>2. Determination of whether or not tender offers are responsive.</li><li>3. Determination of the reasonableness of tender offers.</li><li>4. Confirmation of the eligibility of preferential points claimed by tenderers.</li><li>5. Determination of expertise and experience of tenderers.</li><li>6. Awarding of points for financial offer.</li><li>7. Ranking of tenderers according to the total points</li><li>8. Performance of risk analysis by checking the credit record of the tenderers</li></ul>								
22.2.1	<p><b>Technical adjudication and General Criteria</b></p> <ul style="list-style-type: none"><li>▪ Tenders will be adjudicated in terms of inter alia:</li><li>▪ Compliance with Tender conditions</li><li>▪ Technical specifications</li></ul> <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p>								

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	<p>With regard to the above, certain actions or errors are unacceptable and warrants <b>REJECTION OF THE TENDER</b>, for example</p> <ul style="list-style-type: none"> <li>▪ A copy of a Valid Tax Clearance Certificates. (<b>Copy of a letter from SARS indicating Tenderer’s SARS reference or login number and pin</b> must be attached to the Tender document).</li> <li>▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted.</li> <li>▪ If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>▪ If any tender document is tempered with or it is unbound or unbundled.</li> <li>▪ Failure to complete the schedule of quantities as required – only lump sums provided.</li> <li>▪ Scratching out without initialling next to the amended rates or information.</li> <li>▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.</li> <li>▪ Failure to attend compulsory site inspections</li> <li>▪ The Tender has not been properly signed by a party having the authority to do so, according to the <b>Form D – “Authority for Signatory”</b></li> <li>▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.</li> <li>▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>▪ The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.</li> <li>▪ The Tender has been submitted after the relevant closing date and time.</li> <li>▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.</li> <li>▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.</li> </ul>
22.2.2	<p><b>Staffing profile</b></p> <p>Evaluation of the Tenderer’s position in terms of:</p> <ul style="list-style-type: none"> <li>▪ Staff available for this contract being Tendered for</li> <li>▪ Qualifications and experience of key staff to be utilised on this contract.</li> </ul>
22.2.3	<p><b>Previous experience</b></p> <p>The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality.</p>
22.2.4	<p>The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.</p>



Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2



22.2.5	<p><b>Financial ability to execute the contract</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"><li>Professional Indemnity Insurance which must be valued at R1 million per claim and with claims being unlimited.</li></ul>
22.2.6	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"><li>Determine whether an original valid tax clearance certificate has been submitted.</li><li>The Tenderer <b>must</b> a copy of a Valid Tax Clearance Certificates or a <b>Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin.</b></li></ul>
22.2.7	<p>If the Tender does <b>not</b> meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.</p>
22.2.8	<p><b>Penalties</b></p> <p>The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:</p> <ul style="list-style-type: none"><li>Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.</li><li>Impose a financial penalty at the discretion of Council</li><li>Restrict the contractor, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years</li></ul>
23	<p><b>The additional conditions of Tender are:</b></p> <ol style="list-style-type: none"><li>Thembisile Hani Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li><li>The Thembisile Hani Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</li></ol>



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**FORM EVALUATION SCHEDULE: TENDER COMPLIANCE**

**Tender Compliance by the Contracting Firm**

It must be noted that a total of **55 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure which a tender shall be automatically eliminated from any further evaluation.

<b>Evaluation Criteria</b>	<b>Evaluation Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Compulsory attendance at tender briefing (Note 01)	Must be represented at a Compulsory Tender Briefing/Site Inspection	Yes	5	
Delegation of Authority (Note 02)	Delegation of Authority for Signatory signed by Senior Directors and/or Shareholders nominating representative on the project	Yes	5	
Completing tender document (Note 03)	Must initial every page in the tender document, signing and fill the tender document in full	Yes	5	
Company registration (Note 04)	Proof of Company Registration with Company and Intellectual Property Commission (CIPC) and proof of shareholding	Yes	5	
Tax Verification Pin (Note 05)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
COIDA Certificate (Note 06)	A Proof of valid good standing letter with Department of Labour must be attached.	Yes	5	
Municipal Account (Note 07)	A statement of the municipal account must be attached.	Yes	5	
Bank Confirmation Letter (Note 08)	A proof in the form bank or e- stamped letter from the bank not older than three (3) months confirming the bank account and details.	Yes	5	
CSD Report (Note 09)	A copy of CSD report of the company which is not older than 1 (one) month must be attached.	Yes	5	
Professional Indemnity insurance (Note 10)	A copy of the professional indemnity insurance of the company which has a minimum of R 30 million cover must be attached	Yes	5	
CESA Registration (Note 11)	A copy of CESA registration of the company must be attached.			
<b>Minimum 55 points</b>				

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**Note 01: Compulsory attendance at tender briefing**

In addition to signing an attendance register for attending a compulsory tender briefing, an original certificate of attendance issued to the Tenderer and signed by the Employer's representative must be attached to the tender document. Attendance to the Tender briefing must be a Tenderer him/herself or a person in the direct employ of the Tenderer. Failure to attach the attendance certificate shall warrant an automatic elimination of tender from any further evaluation.

**Note 02: Delegation of Authority**

In case of a Company, a delegation of Authority signed by the Consulting Firm's Board of Directors nominating a Team Leader as a delegated and authorized Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm's majority Shareholders nominating a Team Leader as a delegated and authorized Signatory must be attached. Failure to attach the delegation of authority shall warrant an automatic elimination of tender from any further evaluation.

**Note 03: Completing tender document**

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialed accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to adherence in completing the tender document in full shall warrant automatic elimination of tender from any further evaluation.

**Note 04: Company registration**

Proof of company registration documents in the form of a copy from the Company and Intellectual Property Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender from any further evaluation.

**Note 05: SARS Verification PIN**

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

**Note 06: Letter of Good Standing (COIDA)**

Proof of a valid Letter of Good Standing with COIDA issued by the Department of Labour must be attached. The attached letter must be valid at the time of closing of tenders. Failure to attach the COIDA certificate shall warrant an automatic elimination of tender from any further evaluation.

**Note 07: Municipal Account**

Attach an original or a copy of a municipal utility account not older than three (3) months. The account of any of the registered Director(s) or Company **must not be in arrears for more than 90 days**. Alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. Failure to attach a valid municipal account shall warrant automatic elimination of tender from any further evaluation.

**Note 08: Bank Confirmation Letter**

Attach a proof in the form bank or e- stamped letter from the bank not older than three (3) months confirming the bank account and details. Failure to attach the bank confirmation letter shall warrant an automatic elimination of tender from any further evaluation.

**Note 09: CSD Report**



Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2



Attach a copy of the CSD Summary Report of the company which is not older than one (1) month upon closing date. Failure to attach the CSD report shall warrant an automatic elimination of tender from any further evaluation.

**Note 10: Professional Indemnity insurance**

Attach a copy of Professional Indemnity insurance of the company which has a minimum of R 30 million cover must be attached. Failure to attach the proof of professional indemnity insurance shall warrant an automatic elimination of tender from any further evaluation.

**Note 11: CESA Registration**

A copy of CESA membership registration of the company must be attached. Failure to attach the proof of CESA membership registration shall warrant an automatic elimination of tender from any further evaluation.

*The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.*

Person Authorized to sign Tender:

FULL NAME: .....

SIGNATURE: ..... DATE: .....

The Consulting Firm’s tender responsiveness in relation to points is therefore summarized as follows:

Personnel	60
Experience of Firm on similar or comparable projects	30
Proposed Technical Methodology and Approach	10
Sub-Total	<u>100</u>

**A firm must obtain a minimum of 75 points out of the 100 points above to be considered for price and BBB-EE evaluation.**

**Project Director / Team Leader : (Maximum Points obtainable 45)**

**Name of Project Director/Leader.....**

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 1)	B.Eng or Bsc or B Tech in Civil Engineering (NQF Level 7)	No	6	
	M.Eng or Msc or M.Tech in Civil Engineering (NQF Level 8 or higher)	No	10	
Professional Registration (Note 2)	Professional Engineer (Pr. Eng.) or Professional Engineering Technologist (Pr. Tech. Eng.)	Yes	0	

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<b>Sub-total</b>			<b>10</b>	
Years of experience after qualification (Note 3)	5-7 years of experience	No	4	
	8-9 years of experience	No	8	
	10 years of experience and above	No	10	
<b>Sub-total</b>			<b>10</b>	
Years of experience after registration	3-5 years of experience	No	4	
	6-9 years of experience	No	8	
	10 years of experience and above	No	10	
<b>Sub-Total</b>			<b>10</b>	
Involvement in comparable projects (Note 4)	3-5 projects	No	4	
	6-9 projects	No	8	
	10 projects and above	No	10	
<b>Sub-Total</b>			<b>10</b>	
Current Employment (Note 5)	Full time employed by the Consulting Firm	No	5	
<b>Sub-total</b>			<b>5</b>	
<b>Total</b>			<b>45</b>	

*Consultant*

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**Support Technologist / Technician:**

**(Maximum Points obtainable 15)**

Name of Support Engineer/Technologist/Technician:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications (Note 1)	Diploma in Civil Engineering (NQF Level 6)	No	2	
	B.Eng or BSc or B Tech in Civil Engineering (NQF Level 7 or higher)	No	4	
Professional Registration (Note 2)	Pr Techni. Eng	No	1	
	Pr.E.ng or Pr Tech. Eng	No	2	
<b>Sub-total</b>			<b>6</b>	
Years of experience after qualification (Note 3)	1- 2 years of experience	No	1	
	3 – 4 years of experience	No	2	
	5 years of experience and above	No	3	
<b>Sub-total</b>			<b>3</b>	
Years of experience after registration	1- 2 years of experience	No	1	
	3 – 4 years of experience	No	2	
	5 years of experience and above	No	3	
<b>Sub-total</b>			<b>3</b>	
Involvement in comparable projects (Note 4)	0-1 project	No	1	
	2-3 projects	No	1.5	
	4 projects and above	No	2	
<b>Sub-total</b>			<b>2</b>	
Current Employment (Note 5)	Full time employed by the Consulting Firm	No	1	
<b>Sub-total</b>			<b>1</b>	
<b>Total</b>			<b>15</b>	

**Note 1: Academic Qualifications**

In case of Electrical Engineering projects, Team Leader and Technical Support must possess academic qualifications in Electrical Engineering. Proof of academic qualifications in the form of copies must be attached to the Team Leader/Project Director's CV. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. The proposed Project Director/Team Leader shall be in possession of at least a Bachelors' Degree or B.Tech in Civil Engineering and must be registered as either Professional Engineer or Professional Engineering Technologist. The proposed Support Technician / Technologist shall be in possession of at least a National Diploma in Civil Engineering. Failure to provide this proof of academic qualifications will result in the project Leader/Director and/or Support Technician / Technologist being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation.

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**Note 2: Professional Registration**

Proof of registration of the Project Leader/ Director as Professional Engineer or Professional Engineering Technologist with the Engineering Council of South Africa (ECSA) must be attached. Failure to provide this proof of professional registration will result in the project Leader/Director being regarded as not professionally registered, and will eliminate the tender from further evaluation.

**Note 3: Experience after qualification**

A minimum of 5 years post qualification experience as well as a minimum 3 years post professional registration experience is required for the team leader. Any Project Leader/Director's post qualification and registration below 5 years and 3 years respectively will eliminate the tender from further evaluation.

**Note 4: Employment History (Involvement in comparable projects)**

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). Failure to provide the employment history on CV shall warrant an automatic elimination of tender from any further evaluation.

**Note 5: Current Employment**

Confirmation of current employment must either be in the form of letter from Employer or must be reflected or contained in the CV attached. Where a proposed Team Leader is seconded from a rival Consulting Firm, an agreement between the two entities as well as a written undertaking confirming the person's full time availability for the duration of a project must be attached to the CV.

**Experience of Firm in Infrastructure Projects successfully implemented and completed (Maximum Points obtainable 30)**

Evaluation Criteria	Minimum Required	Elimination Factor	Points Obtainable	Points Claimed
Roads and Stormwater Projects implemented and successfully completed	1 Project	No	2	
	2 Projects	No	4	
	3 Projects and above	No	6	
Water and Sanitation Bulk and/or Reticulation Projects Implemented and successfully completed	1 Project	No	2	
	2 Projects	No	4	
	3 Projects and above	No	6	
Structural Steel and Concrete Projects implemented and successfully completed	1 Project	No	2	
	2 Projects	No	4	
	3 Projects and above	No	6	
Number of Buildings and Facilities Projects implemented and successfully completed	1 Project	No	2	
	2 Projects	No	4	
	3 Projects and above	No	6	
Number of master plans and investigation on issues relating to water challenges	1 Project	No	2	
	2 Projects	No	4	
	3 Projects and above	No	6	
<b>Maximum Points obtainable</b>			<b>30</b>	

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**Guideline to experience on similar or comparable projects**

**a) Experience on Roads and Stormwater Projects implemented and successfully completed**

The Tenderer must attach copies of Appointment Letters and Completion Certificates as evidence of Roads and Stormwater projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered. Points will be allocated as follows: (1 projects = 2 points, 2 Projects = 4 points and 3 projects and above = 6 points)

**b) Experience on Water and Sanitation Bulk and/or Reticulation Projects Implemented and Successfully Completed**

The Tenderer must attach copies of Appointment Letters and Completion Certificates as evidence of Water and Sanitation Bulk and/or Reticulation Projects Implemented and Successfully Completed. Points claimed without these requested evidence documents will not be considered. Points will be allocated as follows: (1 projects = 2 points, 2 Projects = 4 points and 3 projects and above = 6 points)

**c) Experience on Structural Steel and Concrete Projects implemented and successfully completed**

The Tenderer must attach copies of Appointment Letters and Completion Certificates as evidence of Structural Steel and Concrete Projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered. Points will be allocated as follows: (1 projects = 2 points, 2 Projects = 4 points and 3 projects and above = 6 points)

**d) Experience on Buildings and Facilities Projects implemented and successfully completed**

The Tenderer must attach copies of Appointment Letters and Completion Certificates as evidence of Buildings and Facilities Projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered. Points will be allocated as follows: (1 projects = 2 points, 2 Projects = 4 points and 3 projects and above = 6 points)

**e) Experience on master plans and investigations on issues relate to water implemented and successfully completed**

The Tenderer must attach copies of Appointment Letters and Completion Certificates as evidence of Projects implemented and successfully completed. Points claimed without these requested evidence documents will not be considered. Points will be allocated as follows: (1 projects = 2 points, 2 Projects = 4 points and 3 projects and above = 6 points)

**Proposed Technical Methodology and Approach (Maximum Points obtainable 10)**

<b>Evaluation Criteria</b>	<b>Elimination Factor</b>	<b>Points obtainable</b>	<b>Points Claimed</b>
Project Scope Identification, Preliminary and Designed Designs	No	3	
Documentation specifications compilation and Tender Advertisement, Evaluation and Adjudication	No	3	
Contract Administration, Construction monitoring and Supervision	No	4	
<b>Total</b>		<b>10</b>	

*Consultant*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*



## **Guideline to the Drafting of the Proposed Technical Methodology**

The Tender must provide detailed proposals on how they intend achieving various stages of the project to ensure that all stages of the project are executed without any hindrances and challenges. While the Tenderer will not be restricted to following the sequences, it would be expected that all these stages will be covered on the approach methodology.

### **a) Project Scope Identification, Preliminary and Designed Designs**

The Tenderer must provide a proposed approach methodology they intend following on the Project Scope Identification, Preliminary and Detailed Design Stages to ensure that quality work is achieved all the time. These include methods to be used to provide regular progress reports that may be required from time to time including monthly, quarterly and annual reports.

### **b) Documentation specifications compilation and Tender Advertisement, Evaluation and Adjudication**

The Tenderer must provide a proposed approach methodology they intend following on the compilation of the project standard specifications, tender/contract document, and the conditions of contract they intend specifying. This should include reasons and motivation for the choice of the project specifications and conditions of contract. These include methods to be used to provide regular progress reports that may be required from time to time including monthly, quarterly and annual reports.

### **c) Contract Administration, Construction monitoring and Supervision**

The Tenderer must provide a proposed approach methodology they intend following in administering contract, in undertaking the following:

- **Project Management;**
- **Contract Administration**
- **Construction monitoring and Supervision;**
- **Quality Control**

This should include reasons and motivation for the choice of the methodology to employed on the project and further include methods to be used to provide regular progress reports that may be required from time to time including monthly, quarterly and annual reports.

*Consultant*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*



### Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- A copy of a Valid Tax Clearance Certificates or a **Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin** must be attached to the Tender document.
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tampered with.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Failure to attend compulsory site inspections
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.

### Size of enterprise and current workload

- Evaluation of the Tenderer's position in terms of:
- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



### Staffing profile

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

### Proposed Key Personnel

In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

### Previous experience

The procedure for the evaluation of responsive Bids will be on the average of the **previous three projects** where the firm was involved for THEMBISILE HANI LOCAL MUNICIPALITY (THLM) projects or other clients.

The tenderer shall list in the appropriate Forms the appropriate related projects undertaken within the last five (5) years.

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**Financial ability to execute the contract:**

Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional indemnity Insurance valued at a minimum of R30 million.
- Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose.

**Good standing with SA Revenue Services**

- Determine whether tax verification pin information has been submitted.
- The Tenderer **must attach Tax access information to enable electronic access by THLM (username/pin)**

If the Tender does **not** meet the requirements contained in the THLM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

**Penalties**

The Thembisile Hani Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed:

- Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.
- Impose a financial penalty at the discretion of Council
- Restrict the firms, its shareholders and directors on obtaining any business from the Thembisile Hani Local Municipality for a period of 5 years

F.3.11.5

**Evaluation Method 4**

Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.



*Consultant*



*Witness 1*



*Witness 2*



*Employer*



*Witness 1*



*Witness 2*