

# TERMS OF REFERENCE

# FOR

**APPOINTMENT OF CONTRACTOR FOR CONSTRUCTION OF SHAKADZA MULTI PURPOSE CENTRE**

# 

**TABLE OF CONTENTS**

**CONTENTS PAGE**

1. Introduction 3
2. Project background 3
3. Purpose 3
4. Project Scope 3
5. Deliverables 3

7. Project duration 3

8. Duties of project manager 4

9. Bids evaluations 4-6

10. Financial implications 7

11. Legal implications 7

12. Briefing 7

1. **INTRODUCTION** 
   1. Shakadza multi-purpose centre is planned to be implemented on financial year 2022/23.The project is funded by Municipal infrastructure grant and the project is located in ward 11.

Shakadza multi-purpose centre is situated in the Musina Local Municipality within the jurisdiction of Vhembe District of the Limpopo Province. The site can be accessed through the Provincial Road D3675 between Muswodi and Gundani.

# PROJECT BACKGROUND

The above mentioned project has been selected form Municipal IDP document and will be implemented in 2022/23 financial year.

1. **PROJECT OBJECTIVES**

The focus is to deliver basic service to the community of Musina Local Municipality. The project will also benefit the surrounding communities (Shakadza, Muswodi, Gumela, Tshokotshoko) in terms of temporary jobs creation and after completion.

**Project Scope**

The scope of work for the appointed service provider will include the following:

Contractor will be required to deliver the following:

* Construction of hall with kitchen, office space, ablution facility, guard room with toilet
* 400m steel palisade with 6m steel gate
* Borehole and septic tank
* Electrical connection
* parking

**PROJECT DURATION**

The project should be completed within eight (8) months from the date of the handover to the contractor.

**Evaluation of bids**

**1st stage: ADMINISTRATIVE COMPLIANCE**

Check whether the bidder has submitted all documents

|  |
| --- |
| **Valid Tax Clearance Certificate (Original)** |
| **Confirmation of VAT Registration** |
| **Proof of Receipt of payment for tender document (Receipt / Internet payment)** |
| **Rates & Tax Account (Municipal Bill)** |
| **CIDB Grading of 6CE, 6GB or higher** |
| **Attach CSD Report** |
| **Letter of Good standing from Workman’s Compensation** |
| **Letter of Good standing from UIF** |
| **Certified ID copies of all members / owners / shareholders / Trustees** |
| **Certified copies of CC or Company registration Certificate** |
| **Certified copy of 3yrs Financial Statements of company** |
| **All other documents as indicated in the General Conditions Document** |
| **All pages must be initialed including drawings** |
|  |

**2nd stage: FUNCTIONALITY**

Evaluation will be based on functionality (100 points) & points are allocated as follows:

|  |  |
| --- | --- |
| **DESCRIPTION** | **POINTS** |
| **Company Experience in similar projects (Previous Experience of similar task / company proven track record of quality delivery of building activities (halls, multipurpose centres ) exceeding R10 million attach corresponding appointment letters and completion certificates)** | 30 |
| **Qualification and experience of Key Personnel** | 40 |
| **Financial Viability (Provide certified copies of bank rating code on tenderers current bank account. In the case of JV each member Is to provide their respective bank rating Code as well as Certified Recent Annual Financial Statements)** | 15 |
| **Plant and Equipment (Provide proof of ownership or agreement with plant hire company on the plant and equipment to be used on the project)** | 15 |
| **TOTAL POINTS** | **100** |

**NB: Bidder that scores less than 70 points threshold on functionality will be regarded as non-responsive to this bid.**

**Functionality – Phase One (100 points allocation)**

The bidders who complied administratively are considered for further evaluation on ability to execute the project.

The assessment of functionality will be done in terms of the evaluation criteria and minimum threshold as specified. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM NO** | **DESCRIPTION OF QUALITY CRITERIA AND SUB-CRITERIA** | | **WEIGHT** |
| **1** | **Company Experience in similar projects (Previous Experience of similar task / company proven track record of quality delivery of building activities (halls, multipurpose centres ) exceeding R10 million attach corresponding appointment letters and completion certificates)** | | **30** |
| 5 or more successfully completed traceable similar construction projects/tasks exceeding R10 million: Attach 5 or more appointment letters and corresponding projects completion certificates with client letterhead. | **30** |
| 4 successfully completed traceable similar construction projects/tasks exceeding R10 million: Attach 4 appointment letters and corresponding projects completion certificates with client letterhead. | **25** |
| 3 successfully completed traceable similar construction projects/tasks exceeding R10 million: Attach 3 appointment letters and corresponding projects completion certificates with client letterhead. | **20** |
| 2 successfully completed traceable similar construction projects/tasks exceeding R10 million: Attach 2 appointment letters and corresponding projects completion certificates with client letterhead. | **15** |
| 1 successfully completed traceable similar construction projects/tasks exceeding R10 million: Attach 1 appointment letters and corresponding projects completion certificates with client letterhead. | **10** |
| 1 successfully completed traceable similar construction projects/tasks exceeding R5 million: Attach 1 appointment letters and corresponding projects completion certificates with client letterhead. | **5** |
|  | **Qualification and experience of Key Personnel** | |  |
|  | **Contract Manager**  Attach the following:   * CV indicating a minimum of ten (10) years proven experience in construction and managing Civil/Building project. * Certified copy of BTech/BSc/BEng: Civil/Building Engineering * Certified copy of NQF Level 5 Certificate for Managing LIC Civil/Building Projects * Certified copy of ECSA / SACPCMP Registration certificate as Pr Technologist or Engineer | **15** | 40 |
| **Site Agent**  Attach the following:   * CV indicating a minimum of five (5) years proven experience in construction and managing civil/Building project. * Certified copy of National Diploma: Civil/Building Engineering * Certified copy of ECSA Registration certificate as Technician | **12** |
| Site Foreman  Attach the following:   * CV indicating a minimum of three (3) years proven experience in construction and supervising civil/Building project. * Certified copy of National Diploma: Civil/Building Engineering * Certified copy of EPWP LI NQF Level 5 to Manage Labour Intensive Construction Projects | **8** |
| OHS & Environmental Officer  Attach the following:   * CV indicating a minimum of five (5) years proven experience in construction and managing civil/Building project. * Certified copy of Occupational Health and Safety Certificate | **5** |
| **4** | **Financial Viability (Provide certified copies of bank rating code on tenderers current bank account. In the case of JV each member Is to provide their respective bank rating Code as well as Certified Recent Annual Financial Statements)** | | 15 |
|  | Bank rating of C or higher | **10** |
| Recent Audited Financial Statements | **5** |
| **5** | **Plant and Equipment (Provide proof of ownership or agreement with plant hire company on the plant and equipment to be used on the project)** | | **15** |
|  | **Concrete mixer,** | **5** |
|  | **TLB** | **5** |
|  | **Compactor** | **5** |
| **Total Evaluation points for quality** | | | **100** |
| * Functionality will be evaluated and scored out of 100 points * Bidders shall score a minimum of 70 evaluated points on functionality in order to move on the next stage where they will be evaluated on price and B-BBEE | | | |
| Failure to submit BBBEE Certificate will result in the bidder not qualifying for claiming preferential points. | | | |

**3rd stage: PRICING & PREFERENCIAL ASSESSMENT**

The 80/20 points will be as follows:

|  |  |
| --- | --- |
| **Price Assessment** | **80 Points** |
| TOTAL | 80 |

|  |  |
| --- | --- |
| **Preferential Elements** | **20 Points** |
| 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 |

**LEGAL IMPLICATIONS**

The supply chain management processes to be followed.

**BRIEFING**

Compulsory briefing session will be conducted.

**Inquiry should be directed to: SCM:** [marys@musina.gov.za](mailto:marys@musina.gov.za)

**Technical:** mukondelelin@musina.gov.za