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ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

The Elundini Local Municipality is requesting for proposals on the following services and goods:

Project Name	Bid No	Contact Details for Technical enquires	Closing Date
Internal Audit Software	ELM-1/001/2022-2023	Mr B. Magongo 0459328107 bhekim@elundini.gov.za	Tuesday, 30 August 2022
Co-sourcing of Internal Audit Function of Elundin Local Municipality	ELM-1/002/2022-2023	Mr B. Magongo 0459328107 bhekim@elundini.gov.za	Tuesday, 30 August 2022
Provision of Technical Review on Infrastructure Progress Projects	ELM-1/003/2022/2023	Ms S. Sako 045 932 8216 sisekhos@elundini.gov.za	Friday, 19 August 2022
Supply and Delivery of Front End Loader	ELM-3/002/2022-2023	Mr G.Hall 0459328215 gavinh@elundini.gov.za	Friday, 19 August 2022

1. Internal audit software that will support the internal audit activity in planning, management, execution, monitoring and reporting of activities for a period of three (3) years.
2. Professional services for Co-sourcing of internal audit function to ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the objectives for a Period of three (3) Years.
3. Professional services for Technical Review of all transactions in all capital projects at Infrastructure Planning and Development Department for a period of two (2) Months.
4. Supply and delivery of Front End Loader delivered to Nqanqarhu for the maintenance of access roads

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 (Act No. 5, 2000), the Elundini Local Municipality's Supply Chain Management Policy and the regulations pertaining thereto (2017) **PRICE AND B-BBEE:** Price 80, B-BBEE 20

Stage 1 of Evaluation:

Eligibility Criteria:

Non-submission of the following documents will render the bid as non-responsive, and such bidder will be disqualified and not proceed to be evaluated further to stage 2 (functionality)

ELM-1/001/2022-2023
1. The bidder must be registered with the original equipment manufacturer (OEM) – provide evidence of registration with OEM.
ELM-1/002/2022-2023
1. The bidder must be registered with Independent Regulatory Board for Auditors (IRBA) and all team members must belong to IIASA (Institute of Internal Auditor South Africa). failure to do so will result in disqualification of the bid.
2. Bidder must have been appointed as a Municipal co-sourced internal audit services provider in the previous two financial years (2020/21 and 2021/22) and the award amount must be over R2.2 Million (please provide the appointment in the letter head of the Municipality, signed by the Accounting Officer with the award amount).

Stage 2 of Evaluation - Functionality

ELM-1/001/2022-2023		ELM-1/002/2022-2023		ELM-1/003/2022-2023	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Company Expertise	50	Company Expertise	50	Team Experience	50
Experience of the product champion	30	Competence of the Team leader	10	Expertise	50
Methodology	20	Competency of the Audit team	15		
		Competency of the required specialists	10		
		Methodology	10		
		Skills transfer plan	5		
Total Points	100	Total Points	100	Total Points	100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za 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: hlubikazi@elundini.gov.za

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 tender document will be available on **Friday, 29 July 2022**.

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. Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections. Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER**: 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 the dates mentioned above for all both bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

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 and Tender Document.


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 Friday, 19 August 2022.**
- (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 .

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) 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) or original or certified completed AFFIDAVIT downloaded from 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 2017.
- 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, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 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

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.

TERMS OF REFERENCE FOR THE PROVISION OF TECHNICAL REVIEW ON INFRASTRUCTURE PROGRESS PROJECTS

Project Description

Appointment of Professional Services provider for the provision of Technical and Administrative Support services for the Elundini Local Municipality

Project Background

There is an urgent request for technical review of all transactions – January to June 2022 for all Capital project including Electricity, PMU & Building and Civil Works Section for a period of two (2) months.

Detailed functions of the Infrastructure Planning and Development Department

1. ELECTRICITY
2. ROADS AND STORMWATER
3. HUMAN SETTLEMENTS, BUILDINGS AND FACILITIES
4. SOCIAL AMENITIES
5. CAPITAL FUNDING
6. OPEX FUNDING
7. OTHERS

B. The intended services from the professional services provider:

The Elundini Local Municipality invites interested consultants to provide professional support to the municipality. The successful bidder shall not have carried out any work for Elundini during the period of January to June 2022 as this will present a conflict of interest. The Elundini Local Municipality's summary objectives are:

- i. To effectively undertake comprehensive review of payments for the period January to June 2022.
- ii. To review deliverables claimed for on whether they are in line with the contract provisions.
- iii. To deploy specialised technical and management support to the Elundini Local Municipality through this appointment to ensure quality delivery of municipal infrastructure and service provision.
- iv. To develop and coordinate the strengthening of technical capacity in ELM.
- v. To receive and review any invoices for payments on both CAPEX and OPEX programmes for the said period.
- vi. To call and conduct planned and ad-hoc meetings with Service Providers (Consultants and Contractors) appointed by the ELM on all its capital and operational projects to provide clarity on any matters sought during the review period.

The starting point of the project will be the release of all records on all relevant documentation and records especially on infrastructure planning and existing infrastructure in and around Elundini Local Municipality affecting services within the jurisdiction of the municipality. The information provided will remain the property of the ELUNDINI Local Municipality and should thus be used for the express execution of this contract. The project will be completed and terminate with the submission of a detailed review report including recommendations thereof.

The professional services, as envisaged will cover the following, without limiting the services provider, in delivering the plan:

1. Civil Engineering

2. Electrical Engineering
3. Project Management
4. Electricity Distributor / Authority Functions
5. Internal Stakeholder Management
6. External Stakeholder Management
7. Alignment with Legislation
8. Knowledge of Funding Policy and Frameworks of various Sector Departments
9. Formation of Project Steering Committee and Conducting Monthly Progress Meetings

Any other relevant process or documentation relevant for the successful implementation of the PMO Programme.

The professional services provider in consultation with the ELUNDINI LM will facilitate formation of a project steering committee (PSC) in the inception workshop.

Thereafter, the professional services provider has to organise and conduct the monthly PSC meeting and function as the Secretariat of the PSC. The PSP has to provide project progress reports to the PSC in the meetings. All PSC Meetings shall be held within the premises of the ELUNDINI MUNICIPALITY.

Pricing Schedule

The bidder has to quote total value of his cost using the table below thereafter proportionate the cost according to the weight given for each and all of the deliverables, which will be used in creating tax invoices by the successful bidder and payment will be based on appropriate tax invoices and acceptable deliverables as applicable:

The Professional Service Provider shall work within the timeframes as agreed and approved by the ELUNDINI LM. The detail implementation schedule shall be discussed and agreed in between the Employer and the successful bidder prior to signing of the agreement. As a start of discussion the bidder has to give tentative dates in the following table considering the award will be 30 days after receiving of bids. The stages mentioned would be considered completed only at submission/ concluding all the deliverables of any stage. The proposed dates would be adjusted at contracting and during project implementation. Any changes in the rollout dates shall be signed off by both the PSP and the Client.

A - PROGRAMME DEVELOPMENT			
Stage of work	Fixed percentage/ weight	Price break down (to be filled by the bidder)	Date of delivery
1. Inception Report and project inception workshop report (inclusive of workshop costs)	5%	R	
2. Draft Plan	35%	R	
3. Draft Plan Workshop Report (inclusive of the workshop costs)	15%	R	
4. Final Plan document with Final Plan workshop report (inclusive of the workshop costs)	25%	R	
5. Project sign-off	10 %	R	
6. Close out Report at Completion of Project	10%	R	

a. TOTAL	100%	R	
b. VAT	@ 14%		
(A) Grand Total (a+b)			

B	KEY STAFF REQUIREMENTS	
No	DESIGNATION	RATE / MONTH
1	Project Leader (80 hours per month)	
2	Assistant Project Leader (80 hours/month)	
3	Financial Manager (80 hours/month)	
4	Quantity Surveyor (80 hours / month)	
	Sub-total	
	Add VAT	
	Total per month	
(A)	Total for contract period (2 months)	
	Percentage mark-up after 2 months The amounts claimed on time basis will be based on actual hours spent in carrying out the scope of work and shall not exceed the indicated hours per month. Proof in the form of time sheets will be expected.	

C	PART – TRAVELLING COSTS				
ITEM NO.	DESCRIPTION	UNIT	QTY/ TIME	RATE	AMOUNT
	TRANSPORT, OVERHEADS AND OTHER COSTS	-	-		
1	PROVIDE FOR ALL TRANSPORT and OTHER LOGISTICAL REQUIREMENTS FROM COMPANY HEAD OFFICE TO NQANQARHU FOR THE DURATION OF THE CONTRACT.	Month	2		
2	SITE VISITS FOR INSPECTIONS - All Wards (proof of log sheets and signed attendance register will be required for all claims)	km/year	5000		These will be as per approved DOT rates as at time of carrying out the works. The municipality shall provide a schedule of the approved tariffs for the month prior to claim submission
3	SPECIAL TESTS	Per test	10		These will be quoted for at an adhoc basis and the price of which shall be agreed to by the client prior to carrying out but will not exceed the specified limit

	SUB-TOTAL				R -
	Add 15 % VAT				
	GRAND TOTAL				

To include additional Office in Nqanqarhu for ease of access to Client and project areas. Nqanqarhu shall be considered as the base-station for all Key Staff attached to the project. Specialist services as recommended by the PSP and approved in writing shall have agreed rates and shall be paid for through the Contract unless otherwise stated in writing. Travelling included in the BoQ is for project sites only and shall be approved in writing before travelling. Travel to various ELUNDINI LM Offices in Nqanqarhu and from home to Offices is not included here.

D - INCIDENTAL COST ITEMS					
ITEM NO.	DESCRIPTION	UNIT	QTY / TIME	RATE	AMOUNT
D	PROVIDE FOR ANY INCIDENTAL COST COMTEMPLATED FOR THE SUCCESSFUL COMPLETION OF THIS PROJECT				
D1					
D2					
D3					
	SUB-TOTAL				
	Add 15 % VAT				
	GRAND TOTAL				

NB Bidder to quote for all sections for items where the price has already been included in the total pricing the bidder must indicate with N/A or Zero rands (R0)

Summary

		AMOUNT
	SUMMARY	
1	A - PROGRAMME DEVELOPMENT	
2	B - KEY STAFF REQUIREMENTS	
3	C - TRAVELLING COSTS	
4	D - INCIDENTAL COST ITEMS	
5	ADD 12,5 % CONTINGENCIES & COST PRICE ADJUSTEMENT	
6	SUB-TOTAL	
8	GRANT TOTAL TO SUM OF OFFER	

FUNCTIONALITY

To facilitate the evaluation of Functionality of a submitted Bid, the Bidder is recommended to submit a project proposal along with the Bidding documents. The distribution of points for evaluation is shown beside each item of Functionality evaluation here under.

As the contents of a proposal give clear first hand impression about the capability of the Bidder, the Bidder is expected to submit an organized well-written proposal using proper separators for each of the chapters and annexures (if there is any). The proposal must contain at least,

Description	Team Experience	Points 50
<ul style="list-style-type: none"> Table of Contents: Listing of contents of the proposal with page numbers and/references to annexures (if any); Executive Summary: A brief summary of the whole contents of the Proposal; Approach: detailed approach that the Bidder feels best to deliver the intended services for the Project with identification of tasks, for each of the services packages as have been foreseen in 'THE INTENDED SERVICES FROM THE PROFESSIONAL SERVICES PROVIDER' as explained in 'Part C3.1 Scope of work (Terms of Reference)', proposing: 	Approach	25
	Methodology to be adopted	5
	Project implementation schedule ¹ (task wise)	2
	Manning schedule ² with project organogram OR similar	2
	Project implementation Risks and Risk Management proposal	2
	Quality control mechanism to be adopted	4
	Addressing and management of Health and Safety issues	2
	Environmental practices and procedure to be followed	4
	Stakeholder management and reporting	4
Experience: details of experience on previous contracts of similar nature (providing technical support or engineering services), scope or complexity and cost of the project. The distribution of points based on completed projects of similar nature in last 5 years is as follows:		
with either Civil / Electrical Engineering qualification and ECSA professional registration (submit proof	Lead Person	12
	1 project	8
	2 projects	10
	3 or more projects	12
Highest cost of project(s) completed	Project completed	13
	R 1.00 M	6
	R 2.00 M	8
	R 3.00 M	13
Expertise: detailing names of proposed key personnel to be deployed with individual's input details in tabular forms in terms of responsibility and input duration and an Organizational Chart (in methodology) explaining how the employed personnel would be administered and/ or linked among themselves in a best way (Ref: 'Part C1.2 Contract Data', Clause 3.14) and the using the format presented in Annexure – 3: Curriculum Vitae Format.CV. The team shall comprise of at least one Civil Engineer, 1 Electrical Engineer and 1 Quantity Surveyor and 1		
Accountant. The following are minimum requirements of key personnel by the project as has been envisaged by the Employer.		
Electrical / Civil Engineer (Professionally registered Engineer/ Technologist – Electrical / Civil Engineering with minimum 6 years of experience	Key Person	12
	6 Years	4
	10 Years	8
	12 or more Years	12
Finance Manager (relevant financial degree) Asset Management specialist/practitioner (relevant degree/diploma) with	Key Person	8

Minimum 6 years of experience	6 Years	4
	10 Years	6
	12 or more years	8
Quantity Surveyor (Registered with SACQSP holding relevant Degree) with minimum 5 years of experience	Key Person	5
	5 Years	3
	6 Years	4
	8 or more years	5
Management Structure, support staff and equipment / tools as evidenced in the approach paper Capacity also envisages support infrastructure and personnel not explicitly covered above. Support personnel may include other professions such as Electrical Engineer, Environmentalist etc which support infrastructure include services that will be supplied by the PSP to undertake the project. Examples include computer software packages, field tools and equipment etc.	Capacity	20
	Excellent	20
	Good	10
	Poor	0
	Delivery Time	5
	2 Months or earlier	5
	No time lines	0
TOTAL POINTS		100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in this bid.

- **Quality Assurance:** explicit descriptions of quality assurance of the project management specifying responsible personnel, methodology and formats (if any) be used in managing quality of the services to be provided. This will be assessed along with the methodology.
- **Project Organization:** explicit descriptions of the Bidder's proposed organization for the project along with the organogram. This will be assessed along with the methodology.
- **Manning schedule OR similar:** detailing names of proposed personnel to be deployed with individual's input details (Ref: Annexure – 2 of the tender document) in tabular form in terms of responsibility and input duration and an Organizational Chart explaining how the employed personnel would be administered and/ or linked among themselves in a best way. This will be assessed along with methodology.
- **Curriculum Vitae:** Consented and signed Curriculum Vitae for all key personnel using the CV format given in Annexure 3 of the tender document. Minimum personnel requirements are three at any given time.
- **Annexures:** As would be necessary according to Bidders requirement in submitting his Bid