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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
Certification of Communal Farms Shearing Sheds for International Standards	ELM-6/001/2022-2023	Mr V. Madolo 0459328163 viwem@elundini.gov.za	Friday, 09 September 2022
Art and Craft Development Plan with the strategic linkage to Mount Fletcher Craft Centre	ELM-6/002/2022-2023	Mr V. Madolo 0459328163 viwem@elundini.gov.za	Wednesday, 31 August 2022
Supply and Delivery of Medium Voltage and Low Voltage Electrical Materials, Tools, Equipment and Meters	ELM-3/011/2022/2023	Mr M. Zwakala 0459328220 mzolisiz@elundini.gov.za	Friday, 09 September 2022
Supply and Delivery of Double Cab	ELM-5/004/2022-2023	Ms N. Tshabeni 0459328133 noluvot@elundini.gov.za	Wednesday, 31 August 2022

1. Proposal on communal responsible production to meet the emerging market standards and implement the program, develop the greening preparation kit for those identified areas and train the farmers on responsible production, Implement the developed system and find certification for ten (10) qualifying shearing sheds for a period of three (3) years.
2. Proposals to facilitate Strategic Planning session towards the development of Art and Craft Development Plan with the linkage to Mount Fletcher Craft Centre with clear programs that will help the Centre to realize its long-term goal towards being a vibrant community arts and craft organization that is capable of mobilizing resources to run successful arts and culture developmental programs
3. Pool of three (3) service providers to supply and delivery of Medium Voltage (MV) and Low Voltage (LV) Electrical Materials, Tools Equipment and Meters to Nqanqarhu on adhoc bases for a period of three (3) years.
4. Supply and delivery of Double Cab with canopy 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 (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 - Functionality

ELM-6/001/2022-2023		ELM-6/002/2022-2023		ELM-3/011/2022-2023	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Letter from National Industry Partner and International Partner	30	Expertise	40	Company Experience	30
Proof of preparing communal wool shed and certificate of emerging farmers	30	Experience	40	Bank Rating	10
Letter from registered responsible production auditing companies	25	Methodology	20	Delivery Period	10
Methodology	15				
Total Points	100	Total Points	100	Total Points	50

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 Mduzulwana, 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 **Monday, 08 August 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 to 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 Wednesday, 31 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.
- 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 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 Art and Craft Development Plan with the strategic linkage to Mount Fletcher Craft Centre

Project Description

The aim of the project is to invite suitably qualified and experienced service providers to submit proposals to facilitate a Strategic Planning session towards the development of Art and Craft Development Plan with the linkage to Mount Fletcher Craft Centre. It is envisaged that the plan will have with clear programmes that will help the Centre to realise its long-term goal towards being a vibrant community arts and craft organisation that is capable of mobilising resources to run successful arts and culture developmental programmes.

Project Background

In addition to tourism, Elundini Local Municipality IDP 2020/21 identifies **Arts and Craft** as one of the rural industries with great potential. The IDP states that "Industries like handloom, handicraft and other local artisan product manufacturing have immense potential to become professionally managed as a small and medium industry". To this effect, ELM has developed a Craft and Art Centre in Mt Fletcher which started its operation in 2016 as a centre of support to the Art and Craft industry. However, the art centre does not have a coherent strategic plan, with clear programmes that will help the centre to realise its long term goal, and develop the centre into a vibrant community organisation that is capable of mobilising resources to run its own developmental affairs.

SPECIFICATION

PROJECT NAME	Developing a Strategic Plan for Mt Fletcher Arts & Craft Centre.
PROJECT BACKGROUND	In addition to tourism, Elundini Local Municipality IDP 2020/21 identifies Arts and Craft as one of the rural industries with great potential. The IDP states that "Industries like handloom, handicraft and other local artisan product manufacturing have immense potential to become professionally managed as a small and medium industry". To this effect, ELM has developed a Craft and Art Centre in Mt Fletcher which started its operation in 2016 as a centre of support to the Art and Craft industry. However, the art centre does not have a coherent strategic plan, with clear programmes that will help the centre to realise its long term goal, and develop the centre into a vibrant community organisation that is capable of mobilising resources to run its own developmental affairs.
PROJECT DESCRIPTION	The aim of the project is to invite suitably qualified and experienced service providers to submit proposals to facilitate a Art and Craft Centre for the Mount Fletcher Art & Craft Centre with clear programmes that will help the centre to realise its long term goal towards being a vibrant community arts organisation that is capable of mobilising resources to run successful arts and culture developmental programmes.
SCOPE OF WORK	Facilitation and formulation of a Strategic Plan for the Mount Fletcher Arts & Craft Centre. <ul style="list-style-type: none">• Facilitate a Strategic Planning Session (1day)• Develop/Formulate a coherent Strategic Plan.• Present the Strategy to relevant steering committee.
PRODUCT/ SERVICE SPECIFICATION	<ul style="list-style-type: none">• The proposal should dwell much on the methodology to be used.• The proposed methodology must show the mobilization and the relevance of stakeholders to participate in the Strategic Planning session.• The methodology must also show how the plan will be based on established knowledge of the art and craft sector in Elundini Municipality.• Of great importance will be alignment relevant National, Provincial and District policies and plans.

FUNCTIONALITY ASSESSMENT

Received Responsive bids will be evaluated based on the following Functionality assessment. A minimum score of 70 points must be scored for a bid to proceed to Price & Preferential points:

FUNCTIONALITY ASSESSMENT		
EVALUATION CRITERIA	DESCRIPTION	POINTS
Key Personnel, Qualifications and relevant Work Experience The company must provide CV's and qualification of the resources to be deployed on the project.	<ul style="list-style-type: none"> Practitioner/s with a degree in Arts, Public Administration/Development studies/Project Management.[20] <ul style="list-style-type: none"> 3 or more practitioners =20 points 2 practitioners =10 points Less than 2 practitioners =0 points 	40
	<ul style="list-style-type: none"> Experience in the strategic/ executive management of the Arts and Culture Sector (Creative Industry). [20] <ul style="list-style-type: none"> 4-5 years combined experience =20 points 2-3 years combined experience 10 points Less than 2 years of experience = 0 	
Experience of Facilitating and Developing Strategic Plans for Arts and Culture Organisations and Community Arts and Craft Centres, in particular. (Attached reference letters of completed relevant projects)	<ul style="list-style-type: none"> Experience in facilitating policy and strategic discussions with local / provincial and national stakeholders for arts and culture, and developing sound strategic plans for the sector (Art & Craft Centre) and Community Arts and Craft Centers , in particular. A total of 4-5 strategic plans/projects for the Arts sector and specifically for the Art & Craft Centres [40] A total of 2-3 strategic plans/projects for the Arts sector and specifically for Arts & Craft Centres [30] A total of 1 strategic plan/project for the Arts sector and specifically for Arts & Craft Centres [10] None of the above [0] 	40
Quality of methodology.	<ul style="list-style-type: none"> A detailed methodology fully aligned to the Specification with clear deliverables, innovative approach, succinct process, and realistic time frames. [20] A Basic methodology aligned to the specification with deliverables but with an ordinary approach which lacks innovation, vague process and time frames [10] Unclear methodology with no clear deliverables, unclear process and timeframes [0] 	20
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