

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

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

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

ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

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

Project Name	Bid No	Closing Date	Contact Details for Technical enquires
Provision of Advertisement of Tenders, Vacancies and other Articles in the Print Media	ELM-2/002/2022-2023	Monday, 22 August 2022	Ms H. Mduzulwana 0459328125 hlubikazim@elundini.gov.za
Supply and Delivery of Storm water Jetting Equipment	ELM-3/001/2022-2023	Wednesday, 10 August 2022	Mr G. Hall 045 932 8216 gavinh@elundini.gov.za

1. Elundini Local Municipality requires the services of an agent to handle advertisement of tenders, vacancies and other articles in the print media for a Period of three (3) Years.
2. Supply of skid mounted high pressure jetting equipment for the jetting of sewer and stormwater pipes and delivered 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-2/002/2022-2023	
Evaluation Criteria	Maximum Points Allocated
Company Experience	30
Expertise: Team Leader and Members Experience	40
Methodology	30
Total Points	100

Stage 2 Evaluation – Price and Preferential Points

STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

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

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.

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

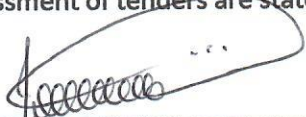
Queries relating to the issue of these documents may be addressed to Ms H Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

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 **Wednesday, 20 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 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, Ngqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on the above mentioned closing date** for 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.



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 Monday, 22 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 Provision of Advertisement of Tenders, Vacancies and other Articles in the Print Media

Project Description

The Elundini Local Municipality is requesting services of an agent to handle advertisement of tenders, vacancies and other articles in the print media for a period of three (3) years.

1. BACKGROUND

The Elundini Municipality requires the services of an agent to handle advertisement of tenders, vacancies and other articles in the print media.

2. SCOPE OF WORK

2.1 Advertisements/ articles shall consist mainly of Elundini Logo, bold heading, sub-heading, and text in light and bold type faces as well as borders. The provision must also be made for submission of final copies before printing.

2.2 It will be expected of the service provider to be able to maintain strong ethical standards in its work and shall liaise with the municipality.

2.3 The service provider shall at the request of the Elundini municipality for the duration of the contract, arrange for the placing of tender, vacancy advertisements and other articles in the media agreed upon with the municipality. The service provider shall at all times be available to the municipality.

2.4 Payments will only be effected after submission of tear sheets / proof of publication to the print media.

3. PROJECT OUTPUT

3.1 Consistent advertising of Municipality available tenders, vacant posts and articles as when required adhering to deadlines.

3.2 Final copies of adverts are placed in the print media as and when required.

3.3 Records keeping of advertised tenders, vacant posts and other articles must be kept for the duration of the contract.

4. DURATION OF THE PROJECT

The duration of this project is 36 months after the signing of a contract by the successful service provider, subject to general conditions of the contract.

5. COSTING

5.1 Cost must be VAT inclusive and quoted in South African Rand

5.2 MBD 3.2 Form must be completed and attached to indicate whether the price is firm or non-firm

5.3 Bidders should quote as per the following schedule, using the annexed samples of adverts and articles:

The schedule of quantities from table 1 to table 3 are for the purpose comparativeness and the municipality is bound to use this printing media.

TABLE 1**Daily Dispatch**

Description	Dimensions = L x B	Font type	Font size	
Tender advert - with tables	27 cm x 12.5 cm	Neue Helvetica	7	
Advert – Tariffs	21cm x 20 cm	Neue Helvetica	5	
Tender advert without tables	20cm x 9 cm	Neue Helvetica	7	
Advert - Vacancy	14.5 x 9 cm	Neue Helvetica	7	
Erratum	5.5 cm x 9 cm	Neue Helvetica	7	
Municipal Announcements (Council Meetings, IDP Forum)	27 cm x 12.5 cm	Neue Helvetica	5	
SUB-TOTAL				
VAT %				
GRAND TOTAL				

Table 2**City Press / Sunday Times**

Description	Dimensions = L x B	Font type	Font size	
Tender advert - with tables	27 cm x 12.5 cm	Neue Helvetica	7	
Advert – Tariffs	21cm x 20 cm	Neue Helvetica	5	
Tender advert without tables	20cm x 9 cm	Neue Helvetica	7	
Advert - Vacancy	14.5 x 9 cm	Neue Helvetica	7	
Erratum	5.5 cm x 9 cm	Neue Helvetica	7	
Municipal Announcements (Council Meetings, IDP Forum)	27 cm x 12.5 cm	Neue Helvetica	5	
SUB-TOTAL				
VAT %				
GRAND TOTAL				

Table 3**Barkly East Reporter**

Description	Dimensions = L x B	Font type	Font size	Amount
Advert – Tariffs with tables	21 cm x 20 cm	Neue Helvetica	5	
Municipal Announcements (Council Meetings, IDP Forum)	27 cm x 12.5 cm	Neue Helvetica	5	
Erratum	5.5 cm x 9 cm	Neue Helvetica	7	
SUB-TOTAL				
VAT %				
GRAND TOTAL				

SUMMARY BOQ

TABLE 1	R
TABLE 2	R
TABLE 3	R
SUBTOTAL	R
VAT	R
GRAND TOTAL	R

6. EVALUATION CRITERIA

6.1 Bids will be evaluated on 80/20 point system as outlined in the PPPFA of 2017.

6.2 The table below depicts the B-BBEE status level of contribution:

6.3 The proposals will be evaluated in two phases:

Phase 1: Functionality

Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and BEE points.

Phase 2: Price Evaluation

Price = 80

BBBEE = 20

FUNCTIONALITY

Criteria	Weights
<p><u>Company Experience</u></p> <p>(at least three (3) years' experience in providing similar services and should provide appointment letters or purchase orders with signed reference letters).</p> <p>Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references providing that such project was executed as well as their contactable references</p> <p><u>Allocation of points</u></p> <p>5- 10 appointment letters or purchase order with signed reference letters = 30 points</p> <p>2- 4 appointment letters or purchase order with signed reference letters = 10 points</p> <p>0-1 appointment letters or purchase order with signed reference letters = 0 Points</p>	30
<p><u>Expertise :Team Leader and Members Experience</u></p> <p>The team leader must have minimum of three years (3) experience in advertising = 20 Points</p> <p>CV's to be attached on the technical proposal</p> <p>Team Leader must have a minimum three year National Diploma in media related qualification = 10 points</p> <p>Additional member must have three year (3) relevant tertiary qualification = 10 points</p>	40
<p><u>Project Plan / Methodology</u></p> <p>Service provider to indicate what procedure is going to be used to execute the service or project</p> <p>Excellent = 20 Points</p> <p>Good = 15 Points</p> <p>Poor = 0 Points</p> <p>Bidder must demonstrate depth understanding of scope of work deliverables which must be must be clearly defined including the designated personnel for the account , qualifications , relations with the printing media identified , records keeping and submission of tear sheets , submission of tear sheets from previous clients and reporting.</p> <p>Project plan with final outputs and identified timeframes.</p> <p>Turnaround time = 10 points</p>	30

Total	100
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A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in Provision of Auctioneer Services bid.

7. REQUIREMENTS FOR FUNCTIONALITY ASSESSMENT

7.1 Company Experience

Minimum of three (3) years' experience in advertising.

Companies are required to provide proof that they have facilitated/performed similar projects, accompanied by correspondence from references providing that such project was executed as well as their contactable references

Failure to submit correspondence from references will invalidate the points allocated in this category.

7.2 Team Leader and Members Experience

Minimum of three years (3) experience in advertising

CV's to be attached on the technical proposal

Qualifications

A minimum of three (3) year tertiary qualification

7.3 Project Plan / Methodology

Service provider to indicate what procedure is going to be used to execute the service or project .