



## **NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY**

**BID DESCRIPTION: REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF RURAL ROAD ASSET MANAGEMENT SYSTEM (RRAMS) AND PROFESSIONAL SUPPORT FOR NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY FOR PERIOD OF THREE (03) YEARS (36 MONTHS).**

**BID NUMBER: NMMDM 21/22/16 PWBS**

TENDER SUBMITTED BY: .....

NAME OF COMPANY:.....

ADDRESS: .....

.....

ISSUED BY:

Municipal Manager  
Ngaka Modiri Molema District Municipality  
Private Bag X 2167  
Mahikeng  
2745  
Tel: (018) 381 9400

**CLOSING DATE: 27 JULY 2022 @ 11H00AM**

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## NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



### **DEVELOPMENT OF RURAL ROAD ASSET MANAGEMENT SYSTEM (RRAMS) AND PROFESSIONAL SUPPORT FOR NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY FOR PERIOD OF THREE (03) YEARS (36 MONTHS).**

**TENDER NO: NMMDM 21/22/16 PWBS**

### **INVITATION TO BID**

Prospective service providers are hereby invited to bids for the **DEVELOPEMNT OF RURAL ROAD ASSET MANAGEMENT SYATEM (RRAMS) AND PROFESSIONAL SUPPORT FOR NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY FOR PERIOD OF THREE (03) YEARS (36 MONTHS).**

Detailed bids documents are obtainable from [www.etenders.gov.za](http://www.etenders.gov.za) / [www.nmmdm.gov.za/tenders](http://www.nmmdm.gov.za/tenders)

Tenders completed as prescribed shall be sealed in an envelope marked **"BID NO: NMMDM 21/22/16 PWBS – DEVELOPMENT OF RURAL ROAD ASSET MANAGEMENT SYSTEM (RRAMS) AND PROFESSIONAL SUPPORT FOR NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY FOR PERIOD OF THREE (03) FINANCIAL YEARS (36 MONTHS)** and deposited in the bid box at Ngaka Modiri Molema District Municipality, Cnr Carrington and 1st Avenue, Industrial Sites, Mafikeng, to reach its destination not later than **27 JULY 2012 AT 11H00AM** when tenders shall be opened in public.

Bids will be adjudicated based on the Preferential Procurement Regulations 2017 using compliance, functionality and 80/20 points system.

The validity period for this tender is 90 days.

Any enquiries regarding the bidding procedure may be directed to Mr P. Tauetsile / Mr P. Masumbuka (018) 381 9400, emails; [pdtauetsile@webmail.co.za](mailto:pdtauetsile@webmail.co.za) / [masumbukap@nmmdm.gov.za](mailto:masumbukap@nmmdm.gov.za)

Any enquiries regarding technical information may be directed to Mr Kabelo Pulenyane (018) 381 9400, email; [pulenyane@nmmdm.gov.za](mailto:pulenyane@nmmdm.gov.za)

**SIGNED**  
**O.A LOSABA**  
**MUNICIPAL MANAGER**



## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
TENDER/QUOTATION BOX SITUATED NEXT TO THE MAIN ENTRANCE					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## **LIST OF RETURNABLE DOCUMENTS**

- a) Proof of Central Suppliers Database (CSD) registration
- b) Certified C.K Document
- c) Certified ID copies (of not more than three months) of company directors
- d) Original & Valid BBBEE certificate or certified copy or sworn affidavit on a form issued by Department of Trade and Industry.
- e) Joint Venture must submit valid consolidated BBBEE certificate or sworn affidavit
- f) A signed Joint Venture Agreement (In case of a Joint Venture)
- g) Recent Statement of Municipal rates and taxes or municipal service charges of every Director Listed on the C.K Document not older than three months from the date issued and not owing more than three months (90 Days)
- h) Recent Statement of Municipal rates and taxes or municipal service charges of the Company (Bidder) not older than three months from the date issued and not owing more than three months (90 Days)
- i) Should a Company (Bidder) Lease a property, the lease agreement will replace the requirement on g.
- j) Should Directors be residing in rural areas, Letter from Tribal Authority confirming your stay in that Area
- k) Should the Director not be responsible for rates and taxes but residing in an area where there is Municipal Services offered, the director should submit the Original Affidavit from South African Police Service Confirming as such.
- l) Should the Company (Bidder) be operating from the Same Address as the Director, An affidavit confirming such should be submitted.
- m) Requirements from (g-l) should be submitted for J.V based on their applicability.
- n) Proof of registration with professional registered bodies (South African Geomatics Council SAGC) as a Professional practitioner.
- o) Proof of registration with Engineering Council of South Africa (ECSA) as Technician, Engineer.
- p) Soft copy of the entire document including returnable saved in a Compact Disk or USB. (Failure to submit the compact disk will result in a disqualification)

**NB:**

1. Certified copies must have a date of certification and should be not older than 3 months as at the close of the tender. (Should the copy not have the date of certification the tender will be regarded as non-responsive)
2. Only original stamp and signature will be accepted.
3. Copy of a certified document will be considered non responsive.
4. Should any of the returnable documents stated not be attached to this bid document, your bid will be declared invalid.

**BID REQUIREMENTS**

1. Late bids will not be considered. Please note that bids are late if they are received after the closing date and time.
2. Bids will be valid for 90 days.
3. All prices must be quoted in South African currency and must be VAT Inclusive.
4. All items must be priced, failure to price all items will render your bid non-responsive.
5. All relevant forms attached to this bid document must be completed and signed in black ink where applicable by a duly authorised official. Use of tipex and pencil will not be acceptable.

**ABBREVIATIONS**

FAR – FIXED ASSET ROAD REGISTER

PSP- PROFESSIONAL SERVICE PROVIDER

RNIS – ROAD NETWORK INFORMATION SYSTEM

GIS – GEOGRAPHIC INFORMATION SYSTEM

PMS – PAVEMENT MANAGEMENT SYSTEM

RMP- ROAD MASTER PLAN

GRMS – GRAVEL ROADS MANAGEMENT SYSTEM

BMS – BRIDGE MANAGEMENT SYSTEM

RSMS – ROAD SIGNS MANAGEMENT SYSTEM

LCCA – LIFE CYCLE COST ANALYSIS

TMH – TECHNICAL METHODS FOR HIGHWAYS

TRH – TECHNICAL RECOMMENDATIONS FOR HIGHWAYS

NMMDM-NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

RRAMS – RURAL ROADS MANAGEMENT SYSTEMS

RISFSA – ROAD INFRASTRUCTURE STRATEGIC FRAMEWORK SOUTH AFRICA



## NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

### SIGNATORY AUTHORISATION

**(To be completed by the Bidder)**

#### SIGNATORY AUTHORISATION

I/We the undersigned, am/are authorized to enter into this contract on behalf of

-----  
(Name of Firm)

By virtue of resolution dated -----day of -----20-----  
(Month)

The certified copy of resolution that is herewith attached to this Bid.

*AS WITNESSES:*

**1.** -----  
(Initials and Surname in full) Signature

Firm/Company's Name:

Physical Address:

**2.** -----  
(Initials and Surname in full) Signature

Firm/Company's Name:

Physical Address:



## MBD 4

### NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

#### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Company Registration Number:.....
  - 3.4 Tax Reference Number: .....
  - 3.5 VAT Registration Number: .....
  - 3.6 Are you presently in the service of the state\* **YES/NO**

\* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.6.1 If so, furnish particulars: .....

3.7 Have you been in the service of the state for the past twelve months? **YES/NO**

3.7.1 If so, furnish particulars:

.....

3.8 Are you connected with any persons in service of the state? **YES/NO**

3.8.1 If so, furnish particulars:

.....

.....

3.9 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.9.1 If so, furnish particulars:

.....

.....

3.10 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

3.10.1 If so, furnish particulars:

.....

.....

3.11 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.11.1 If so, furnish particulars: .....

.....

**3.12** Are any spouse, child or parent of the company's directors, Managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If so, furnish particulars:

.....



I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

## MBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **...80/20..** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of

contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

- Ps = Points scored for price of bid under consideration  
Pt = Price of bid under consideration  
Pmin = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor:..... = .....(maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?  
( *Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:
- What percentage of the contract will be subcontracted.....%
  - The name of the sub-contractor.....

- iii) The B-BBEE status level of the sub-contractor.....  
iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES		NO	
-----	--	----	--

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME ✓</b>	<b>QSE ✓</b>
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

#### 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

8.6 COMPANY CLASSIFICATION

[ TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.



## 8.7 MUNICIPAL INFORMATION

**Municipality where business is situated:** .....

**Registered Account Number:** .....

**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

### WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....



## MBD 7.2

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

#### WITNESSES

1 .....

2 .....

DATE: .....

## MBD 7.2

### CONTRACT FORM - RENDERING OF SERVICES

#### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....  
accept your bid under reference number .....dated.....for the rendering of  
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<b><u>DESCRIPTION OF SERVICE</u></b>	<b>PRICE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>COMPLETI ON DATE</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBU TION</b>	<b>MINIMUM THRESHOLD FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)</b>

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT).....

SIGNATURE .....

OFFICIAL STAMP
----------------

WITNESSES
1 .....
2 .....
DATE:

## MBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Documents must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector during the past five years;
  - d. been listed in the Register for Tender defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act(no 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1.	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partum</i> rule was applied)</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars		
4.2.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445).</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars		

4.3.	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.3.1	If so, furnish particulars		
4.4.	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.5.1	If so, furnish particulars		

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## **TERMS OF REFERENCE**



## **1. TERMS OF REFERENCE**

### **1.1 Introduction**

The Municipal Finance Management Act (MFMA) requires that municipalities must have a management information system to effectively manage and control their assets, have a complete Asset Register, and value their asset and prepare financial statements in accordance with Standards of Generally Recognised Accounting Practice (GRAP). In support of this practice, a grant has been obtained to ensure efficient and effective investment in rural roads through the development of Road Asset Management.

The purpose of this grant as stated in the Division of Revenue Act (DORA) is to assist rural district municipalities in setting up their Road Asset Management Systems and collect road and traffic data in line with the Road Infrastructure Framework for South Africa (RISFSA). The National Department of Transport has identified rural district municipalities in the country as beneficiaries of their Rural Road Asset Management System grant in order to assist and support the management of rural roads through the development of a Road Asset Management System (RAMS).

Ngaka Modiri Molema DM is one the districts that receive RRAMS Grant allocation from National Treasury through Department of Transport. The main goal of this grant is to ensure that information and decision support system are indispensable for the effective management of the road network at both the operation and strategy level, in order to ensure good governance outcomes and optimal service delivery.

Municipalities will thereafter be expected to make budget provisions to sustain this project by:

- Updating RRAMS information every three years for lower classes 3, 4 and 5 and two years for higher classes 1 and 2 where applicable.
- Ensuring human capacity development for the operation of the RAMS
- Collection of road inventory data including condition assessment and traffic data; and
- Setting up pavement and bridge management systems compatible with national standards.

A Professional Service Provider is required to implement this project, which, in terms of the Municipal Finance Management Act, 2003 and the Municipal Supply Chain Management Regulations, 2005, must be procured through a competitive bidding process. It is further important to note that this programme was running for the past 10 financial years and the following work was carried out:

1. Training of graduates
2. Acquiring of onsite data capturing tools
3. Development of Road inventory data
4. Road visual condition assessment (paved and unpaved)
6. Collection of Traffic data
7. Identification of bridges and culverts
8. Development of RRAMS software (GeoRAMS)
9. Deployment of the GeoRAMS to the district
10. RRAMS GIS model
11. Update RCAM/RISFSA on the network

**The running of the GeoRAMS system is currently controlled by the software developers and they will continue to give support, maintenance and the updating of the system.**

Ngaka Modiri Molema District Municipality is located in the North West Province with the following Local Municipalities in its jurisdiction:

1. Mahikeng
2. Ditsobotla
3. Tswaing
4. Ramotshere Moiloa
5. Ratlou

## **1.2 Problem Statement**

Roads network development in South Africa is constitutionally a concurrent function across the three spheres of government, and thus to be effective relies on the coordination of processes and information sharing. Practically this has not been very successful, as evidenced by the commissioning of study to develop the Road Infrastructure Strategic Framework for South Africa (RISFSA). Chapter 4 of RISFSA has found that road asset management systems that are implemented by roads authorities are not of the same standard and the information that is drawn from them is not consistent. In addition, the various systems are not integrated internally or across the sphere of government. This makes it very difficult to adequately plan for interventions. Poor planning in turn leads to unsustainable expenditure of roads budgets which cannot be afforded in the current-economic context of South Africa.

## **1.3 Objectives**

The purpose of this document is therefore to invite tenders from suitably qualified and experienced Engineering Consulting firms for **DEVELOPEMNT OF RURAL ROAD ASSET MANAGEMENT SYATEM (RRAMS) AND PROFESSIONAL SUPPORT FOR NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY FOR PERIOD OF THREE (03) FINANCIAL YEARS (36 MONTHS)** which will be evaluated as per tender notice.

## **1.4 Scope of works**

Bidders will be expected to submit a Proposal (Workplan) on methodology and Technical approach to be used for the implementation of the programme over the period of three (3) municipal financial years. The appointed bidder must assist the District Municipality to implement a rural roads asset management system and collect road and traffic data for the road network in its jurisdiction area in line with the Road Infrastructure Strategic Framework for South Africa (RISFSA). The current extent of road network may increase as new roads are captured and the road network is further refined.

Besides the implementation and management of the RRAMS it will be expected of the successful bidder to employ Technical graduates who are employed by the current service provider. The programme manager for the successful bidder will report on a monthly basis to the district municipality while he/she will also be responsible for all required reports to National

Departments of Transport and Treasury, Provincial Departments of Roads and Local Government

All road authorities should conduct roads condition surveys regularly, for both surfaced and unsurfaced roads. Such information coupled with increased levels for roads should aim at reducing the capital and maintenance backlog on the NMMDM and its five local municipalities road network.

The need to access the current backlog with respect to the road provision and maintenance needs has been identified.

Once the Road Network Assessment has been done, an Optimum Maintenance Fund Allocation can be done accordingly to address the current backlog of the NMMDM and NMMDM five local municipalities Road Network Condition. Knowing the condition of the road network, the managers and engineers will be able to maintain and improve the quality of our roads.

## **1.5 Data Collection and Management**

To meet the conditions for data collection in each Local Municipality the service provider must use graduates to carry out the fieldwork. Currently there are Four (04) graduates involved on the implementation of the project.

The service provider will:

1. Verify the road network
2. Data collection shall be carried out in accordance with the stipulations of COTO manuals
3. Available GIS data to be used to classify each road according to the RISFSA functional classification system and RCAM
4. All GIS work that will be carried out must be checked and signed off by the client before submitting to DoT.
5. The existing RAMS system developed by the software developer should be maintained and updated
6. Carry out updates on the existing data sets and ensure a continuation of a sustainable Road Asset Management Systems (RAMS)

7. The service provider is required to familiarize themselves with the current system including database(s), software, interfaces, reporting and all other processes required to operate the system

## **1.6 Strategic Objectives**

- a. To provide for the future prosperity of the nation and region.
- b. To focus and manage travel to reduce impacts on the environment.
- c. To provide greater transport choice.
- d. To improve transport facilities and service.

In particular there are specific objectives to meet:

- e. Today's needs for safe roads in order to satisfy statutory requirements, and
- f. Tomorrow's needs through efficient and affordable sustainable asset management policies.

## **1.7 Project Objectives**

In the context of the strategic objective, the project objectives are summarized as follows

- 1) To determine the extent and condition of NMMDM road network
- 2) To classify roads in terms of RCAM/RISFSA
- 3) To update RRAMS data in line with the guidelines and standards
- 4) To determine backlog of roads and associated funding requirements
- 5) To determine the use and state of information system for road network management
- 6) To implement best value systems to deliver long term value for money
- 7) To optimise road space availability and improve accessibility to public transport
- 8) To conduct traffic counts on the existing road network
- 9) To update web based Rural Road Asset Management System compliant with the National Standards and guidelines.

## 1.8 Project Outputs/Deliverables

The project outputs/deliverables will include the following:

- Induction of graduates
- Road network integration and RISFSA/RCAM classification
- Identification of gaps, digitization of gaps and verification of the Road Networks
- Preparation of RRAMS Business plans for each financial year
- Continuous Paved and unpaved Visual Inspections and Analysis
- Bridge/culvert structures inventory data
- Traffic counts and recruitment of enumerators
- Upgrading of GIS model Development and Thematic mapping
- Upgrade of existing web-based RAMS system
- Data reports and RAMS Technical reports
- Project phase close out reports
- TMH18 data submissions every 4 months as stipulated by DORA
- Oversight of web-based (GeoRAMS) system developer

**PLEASE NOTE THAT THE CURRENT RAMS SYSTEM – WEB BASED WILL NOT BE REPLACED. THEREFORE, THE ALLOWANCE ON THE BOQ FOR FAMILIARISATION, LICENSES EXETRA IS ALLOWED**

## 1.9 Reporting

The RRAMS grant is administered by the National Department of Transport (DoT). This administration involves the assessment of the implementation of DM Activities which realize the grant objectives. In order to carry out this administration, DoT request periodic reporting from DMs.

The following reports should be submitted accordingly:

1. The service provider must provide written Monthly and Quarterly progress report to the Ngaka Modiri Molema District Municipality and all relevant stakeholders
2. Monthly meetings are required with the service provider and the District Municipality to review progress and yielded impact will be discussed extensively
3. Monthly progress and expenditure report to DoT due on the 15th of each month
4. Quarterly performance reports due every 30 days after Municipal financial year quarter

5. Road Asset Management Report (Business Plan) by 29 May annually and will result in penalties if due date is not met
6. Grant evaluation report required annually
7. RAMS data submission in TMH18 format

### **1.10 Project Team (Key Staff)**

- a) Team Leader should have Bsc or Btech in Civil Engineering and registered with Engineering Council of South Africa
- b) GIS Personnel must have qualification in the relevant field and registered with South African Geomatics Council (SAGC) as a Technician or Technologist or Professional Practitioner
- c) Civil Engineering Technician (Project Coordinator) should have a National Diploma in Civil Engineering
- d) Project Administrator must have qualification in Office admin

### **1.11 Project Stakeholders**

- a) Department of Transport
- b) North West Department of Public Works and Roads
- c) Local Municipalities
- d) Relevant Sector Departments
- e) SALGA
- f) SANRAL

### **1.12 Scope of Support Service (GeoRAMS)**

#### **QUOTATION FOR GEORAMS PLATFORM, MAINTENANCE AND SUPPORT SERVICE FOR THE NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY**

The following support services will be provided under a software Service Level Agreement (SLA) to be signed between the parties.

## **Services Scope**

- Telephone support
- Monitored email support
- Remote assistance using Remote Desktop and a Virtual Private Network where available
- Best effort onsite assistance if problem cannot be resolved via remote desktop

## **Service Availability**

- Telephone support : 8:00 A.M. to 5:00 P.M. Monday - Friday
- Email support: Monitored 8:00 A.M. to 5:00 P.M. Monday – Friday

## **Service Response**

Service response times are not guaranteed and will be provided on best effort basis:

- Same day response for high priority problems reported before 12h00, alternatively the next business day.
- Within 48 hours for issues classified as Medium priority. Within 5 working days for issues classified as Low priority

## **Service Activities**

- Routine platform maintenance activities
- Minor software upgrades
- Responding to service requests
- Diagnoses and resolution of problems
- Fixing of product defects
- Setup of mobile applications
- Database administration services
- Bulk importing of data at request (e.g. traffic data)
- Configuration of system dashboards/reports at request to meet client specific needs
- Assistance with data exports required for annual business plan (RAMP)
- Assistance with splitting or merging road links and associated condition data
- Fixing of data integrity problems and data clean-up
- Ad-hoc report and requests
- End-user training (2 day in-contact course for 15 users, 1 on-line refreshment course annually)



## **Exclusions**

The following services are inter alia excluded from the quote:

- Civil engineering consulting services
- Attending the scheduled RRAMS meetings with NdoT
- Compilation of monthly and quarterly progress reports
- Compilation of annual business plan (RAMP)
- Managing the technicians' work schedule and quality
- General maintenance of RNI e.g. adding/deleting a road or changing the surface type (these activities can be performed on the GeoRAMS system either via the mobile application or web-interface)

## **NB:**

GeoRAMS works best on Android 7 and above. Windows and Apple IOS are not supported. Minimum specification for data collection devices is:

- o Operating System : Android v4.4 and above
- o Processor : 1.2 GHz quad-core or higher
- o Memory : 2GB RAM or higher
- o Storage : 16GB or higher
- o Battery : 3000mAh or higher (ideally 4000mAh)
- o Other: Camera, GSM receiver (3G/4G), WiFi and GPS receiver

### **1.13 Project Reference Documents**

- 9.1 S'hamba Sonke Road Maintenance Concept Document- January 2011
- 9.2 Provincial Road Maintenance Grant Framework-2016/2017 MTEF
- 9.3 Rural Transport Infrastructure and Service Grant Framework-2011/2012 MTEF
- 9.4 Road Master Plan (RMP) for Locals Municipalities and District Municipality
- 9.5 Stormwater Master Plan (SWMP) for Locals Municipalities and District Municipality
- 9.6 Integrated Transport Plan (ITP) for Locals Municipalities and District Municipality
- 9.7 Integrated Development Plan (IDP) for Locals Municipalities and District Municipality
- 9.8 Spatial Development Framework (SDF) for Locals Municipalities and District Municipality

## **4. SPECIAL CONDITIONS OF CONTRACT**

1. The contract period for REQUEST FOR PROPOSALS FOR DEVELOPMENT OF ROAD ASSET MANAGEMENT SYSTEM (RAMS) AND PROFESSIONAL SUPPORT should be for the period of 36 months starting from the date of the new financial year.
2. The contracted professional service provider (PSP) must submit workplan with cost estimates and clear timelines to the client for approval before commencement of work.
3. The activities on the workplan must be derived from the approved business plan for the current financial year.
4. The contracted PSP must ensure compliance with all Division of Revenue Act (DoRA) conditions including annual business plan compilation and reporting.
5. The contracted PSP must ensure compliance with all prescribed national standards (i.e All applicable TRH and TMH guidelines), and all directives from the client and project sponsor (National Department of Transport).
6. The contracted PSP must provide professional and administration support in relation to the scope of work.
7. The contracted PSP must utilise the interns that were employed by the client through the previous PSP and such appointment should be subjected to the remaining experiential training for each intern.

8. Additional interns may be recruited with prior approval or per instruction of the client and it should be noted that NMMDM or its local municipalities may not absorb interns.
9. Skills transfer and Experiential Training to S3 students/ youth and unemployed graduates should be submitted as a plan or proposal for every financial year.
10. The Handover Report from the previous PSP should be a form of base line information and be utilised by the contracted PSP.
11. The contracted PSP is expected to do a hand over report at the end of the contract.
12. All invoices submitted to the client for payment should be accompanied by portfolio of evidence (i.e Abridged progress report for work claimed, vehicle logbooks, personnel time schedule showing actual time spent on the project e.t.c)
13. The contracted PSP is expected to conduct monthly Project Steering Committee meetings and record keeping for all correspondence (letters and minutes) of the project.

## **FUCTIONALITY**

## Evaluation Criteria Stage 1

All tenders will be evaluated by a panel based on functionality in terms of the following criteria:

EVALUATION CRITERIA	POINTS	EVALUATION CRITERIA TABLES
<b>Functionality</b>	<b>50</b>	
Team Capability	20	Table 1(pg.38)
Company experience on completed project of similar nature	20	Table 2 & 3 (pg. 40 & pg.41)
Bank Rating The bidder to provide: Account Number, Name of the Bank and branch code <ul style="list-style-type: none"> <li>• Bank rating better than "C" with proof (5 points)</li> <li>• Bank rating "C" with proof (3 points)</li> <li>• Bank rating worse than "C" (2 points) with proof.</li> </ul> NB: Bank rating letter should not be older than 3 months	5	
Locality Within NMMDM jurisdiction (5 points) Within North West province (3 points) Outside North West province (2 points)	5	

For the purpose of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

**A bidder that scores less than 30 points in respect of 'functionality' will be regarded as submitting a non-responsive proposal and will be disqualified.**

## Stage 2

Bids that qualified on stage1 of evaluation will be evaluated on a 80 /20 Preference Point System where price comprises 80% and 20% comprises the BBBEE Preference Point System

## EVALUATION SCHEDULE: SCORING OF KEY STAFF (TEAM CAPABILITY)

Experience of key staff in relation to the scope of work will be evaluated as follows:

- Relevant qualifications, training and experience of key members in pavement management system, road infrastructure management, traffic surveys and analysis, visual condition assessments and road master plans etc.
- CV and certified qualification of each key staff member must be included.

The scoring of the experience of key staff will be as follows:

**TABLE 1: TEAM CAPABILITY (KEY STAFF)**

Key Staff	Points
Project Engineer (Team Leader)	8
GIS Personnel	6
Project Technician	4
Project Administrator	2

**Notes for:**

**Team Leader should have Bsc or Btech in Civil Engineering and registered with Engineering Council of South Africa (8 points)**

- Non registered Civil Engineer (0 points)
- 4-6 years relevant experience, minimum 2 years as Pr Eng/Pr Tech Eng (6 points)
- Over 6 years relevant experience and minimum 4 years as Pr Eng/Pr Tech Eng (8 points)

**GIS Personnel must have qualification in the relevant field and registered with South African Geomatics Council (SAGC) as a Technician or Technologist or Professional Practitioner. (6 points)**

- Non registered GIS Technologist or Professional practitioner (0 points)
- Registered as Technician (1 points)
- Registered as Technologist (2 points)
- Registered as Professional Practitioner (6 points)

**Civil Engineering Technician should have National Diploma in Civil Engineering (4 points)**

- 2-3 years relevant experience (1 points)
- Over 3 years relevant experience (2 points)

**Project Administrator should have a qualification in Office Administration/Clerk (2 points)**

- 1-3 years relevant experience (1 points)
- Over 3 years relevant experience (2 points)

**TOTAL SCORE ALLOCATION: 20 POINTS**

## **EVALUATION SCHEDULE: SCORING OF COMPANY EXPERIENCE**

1. The experience of the tenderer in similar projects will be evaluated. Table 2 is provided for filling required information for evaluation purposes.
2. Table 3 should be utilised for allocation of points.
3. Appointment letters on letterhead should be attached regarding previous work done in order to qualify for evaluation. (Letter in the name of client letter head should include information as per the Table 2.)

**TABLE 2: PROJECT OF THE SIMILAR NATURE eg. ROAD MASTER PLANS, RRAMS etc**

<b>Name of the Employer</b>	<b>Employer, Contact Person and Telephone Number</b>	<b>Description of Work</b>	<b>Value of work /Service Provided (Inclusive of VAT) Rands</b>	<b>Date Completed/ Year</b>



**TABLE 3: ALLOCATION OF POINTS FOR COMPANY EXPERIENCE ON COMPLETED PROJECT OF SIMILAR PROJECT**

	<b>Projects of similar nature eg. Road Master Plans, RRAMS,</b>
<b>None (Score 0)</b>	➤ 0 projects
<b>Poor (Score 5)</b>	➤ 1-completed projects of similar nature.
<b>Satisfactory (Score 10)</b>	➤ 2-completed projects of similar nature.
<b>Good (Score 15)</b>	➤ 3-completed projects of similar nature.
<b>Very good (Score 20)</b>	➤ More than 4 completed projects of similar nature.



## **PRICING SCHEDULE**

## PRICING SCHEDULE

### Personnel Costs

No	Personnel	Quantity	Rate per Hour
1	Project Engineer (Team Leader) Pr Eng	1	
2	Civil Engineer (Roads) Not registered	1	
3	Civil Technologist Pr Tech Eng	1	
4	Civil Technologist (Roads) Not registered	1	
5	Civil Technician Pr Tech Eng	1	
6	Civil Technician Not registered	1	
7	Structural Engineer Pr Eng (15 years' experience in bridges)	1	
8	GIS Personnel Non registered	1	
9	GIS Personnel Registered as Technician	1	
10	GIS Personnel Registered as Technologist	1	
11	GIS Personnel Professional Practitioner	1	
12	Project Administrator	1	
		<b>Grand Total</b>	

### Travelling Costs

Vehicle Engine Capacity	Type	Kilometres R/km
1ℓ - 1.6ℓ	Sedan	
1.8ℓ – 2.5ℓ	Sedan	
>2.5ℓ	Sedan	
2ℓ - 3ℓ	LDV	
>3ℓ	LDV	
2ℓ-3ℓ	SUV	
3ℓ	SUV	
<b>Total</b>		

**NB: Maximum capacity of cars to be used must be 3 litre engine**

### OTHER DISBURSEMENTS

Description	Unit	Rate	Cost
<b>Typing</b>			
A4 Page 1,5 line spacing	1		
A4 Page single line spacing	1		
<b>Photocopying</b>			
<b>B &amp; W</b>			
A4	1		
A3	1		
<b>Colour</b>			
A4	1		
A3	1		
<b>Covers and Binding</b>			
Book type binding	<b>Cost + 10%</b>		
Spiral binding (Inclusive of collating covers and spirals and assuming a 100 page document)	<b>A4 Page</b> <b>A3 Page</b>		

<b>Plan/Map Printing</b> Plain Paper 80g Plain Paper 180g Plain Paper 240g	<b>A0</b> 1 1 1		
<b>Plan/Map Printing</b> Plain Paper 80g Plain Paper 180g Plain Paper 240g	<b>A1</b> 1 1 1		
<b>Plan/Map Printing</b> Plain Paper 80g Plain Paper 180g Plain Paper 240g	<b>A12</b> 1 1 1		
<b>TOTAL</b>			

### GeoRAMS Maintenance and support fees

Pricing Item Description	Rate p/m	Qty	Annual Fee
GeoRAMS platform maintenance & support Year 1	R8 737.50	12	<b>R 104 850.00</b>
GeoRAMS platform maintenance & support Year 2 (4% escalation)	R 9 087.00	12	<b>R 109 044.00</b>
GeoRAMS platform maintenance & support Year 3 (5% escalation)	R9 541.35	12	<b>R 114 496.20</b>
<b>TOTAL</b>			<b>R 328 390.20</b>

**NB: Grand total of all rates per personal costs, Travelling Costs and other disbursements will be used for evaluation purpose.**

<b>Grand total of all rates per personal costs, Travelling Costs and other</b>	
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**ANNEXURE A**

**GENERAL CONDITIONS OF CONTRACT**