

## PART T1: TENDERING PROCEDURES

### TABLE OF CONTENTS

	Page	Colour
T1.1: TENDER NOTICE AND INVITATION TO TENDER	T.2	White
T1.2: TENDER DATA	T.6	Pink
T1.3: STANDARD CONDITIONS OF TENDER	T.12	Pink

**T1.1: BID NOTICE AND INVITATION TO BID****ELIAS MOTSOLEDI LOCAL MUNICIPALITY****CLOSING DATE: 04 November 2022 at 11H00****BID NUMBER: EMLM 20/2023****APPOINTMENT OF MAXIMUM OF 10 CONSULTANTS FOR CIVIL  
ENGINEERING SERVICES FOR A PERIOD OF THREE YEARS IN ELIAS  
MOTSOLEDI LOCAL MUNICIPALITY****T1.1: TENDER NOTICE**

Bids are hereby invited from capable and experienced construction companies for **APPOINTMENT OF MAXIMUM OF 10 CONSULTANTS FOR CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE YEARS IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

Duly completed bid documents and supporting documents which are, CERTIFIED ID COPIES, CERTIFIED COPY OF B-BBEE CERTIFICATE AS WELL AS RATES AND TAXES CLEARANCES FROM RELEVANT LOCAL AUTHORITY, CENTRAL SUPPLIERS DATABASE (CSD) REGISTRATION SUMMARY REPORT and a copy of the COMPANY REGISTRATION CERTIFICATE, together with the bid document must be sealed in an envelope clearly marked: **"Bid No. EMLM 20/2023 'APPOINTMENT OF MAXIMUM OF 10 CONSULTANTS FOR CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE YEARS IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY'"** CLOSING DATE: **04 November 2022** with the name of the bidder shall be placed in the bid box at **ELIAS MOTSOLEDI LOCAL MUNICIPALITY 2nd GROBLER AVENUE GROBLERSDAL** on or before **04 November 2022 at 11H00** on the closing date. Tenders will be opened in public.

**The tender document will be available for free at [www.etenders.gov.za](http://www.etenders.gov.za) from the 03 October 2022 @ 10:00 or collected at 02 Grobler Avenue Groblersdal at the cashiers from the 03 October 2022 at a cost of R1000.00 per copy from Monday to Friday 07:30 till 15H00.**

A preferential point system shall apply where by this contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, No. 5 of 2000 as defined in the conditions of bid in the bid document, read in conjunction with Preferential Procurement Regulations of 2017, where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE status level of contribution.

Procurement Enquiries: Mr. V.E Masilela  
Tel: 013 262 3056

Technical Enquiries: Mr. F Debeila  
E-mail: [fdebeila@emlm.gov.za](mailto:fdebeila@emlm.gov.za)  
Tel: 013 262 3056

Employer: Municipal Manager: Mr. MM Kgwale.  
Elias Motsoaledi Local Municipality  
02 Grobler Avenue  
Groblersdal  
0470

## T1.1: BID NOTICE AND INVITATION TO BID

### APPOINTMENT OF MAXIMUM OF 10 CONSULTANTS FOR CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE YEARS IN ELIAS MOTSOLEDI LOCAL MUNICIPALITY

**BID NUMBER: EMLM 20/2023**

#### **RESPONSIVENESS AND EVALUATION CRITERIA:**

##### **1. RESPONSIVENESS CRITERIA**

The Elias Motsoaledi Local Municipality will consider no Bid unless it meets the following responsiveness criteria:

- The bid must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which the bid is submitted.
- The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid.
- An original Valid Tax Clearance Certificate must be submitted with the bid on or before the closing time and date of the bid. Or
- The electronic verification tax clearance must be accompanied by the verification code
- The proof of CSD registration report must be attached
- Bid forms must be completed in full and each page of the bid initialed.
- Certified copy of the company registration certificate must be submitted with the bid on or before the closing time and date of the bid.
- Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.
- Proof of payment of municipal rates and taxes.
- Complies with the requirements of the bid and technical specifications.
- Adheres to Pricing Instructions.
- Financial ability to execute the contract.
- Comply in full and observe the requirements of the Notice to Bidders.

**NB: It is the responsibility of tenderer to select competent subcontractor who is registered on the treasury central supplier database (CSD) that meet all minimum the requirement of the tender. Tenderers are responsible for all due diligence on their subcontractors.**

## 2. EVALUATION OF BIDS

- a) All bids received shall be evaluated in terms of the Supply Chain Management Regulations, Elias Motsoaledi Local Municipality Supply Chain Management Policy, the preferential procurement regulation 2017, and other applicable legislations.
- b) The Council reserves the right to accept all, some, or none of the bids submitted – either wholly or in part – and it is not obliged to accept the lowest bid.
- c) Only locally manufactured products/items with specified minimum thresholds will be considered for local content **(Not applicable)**

**By submitting this bid, bidder authorizes the Council or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the Bidder to provide the goods and services required by the Council.**

### PLEASE NOTE

#### 1. The Municipal Manager may cancel a contract awarded to a person if:

- a) The person committed a corrupt or fraudulent act during the procurement process or in the execution of the contract, or
- b) An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited that person.

#### 2. The Municipal Manager may reject the bid or quote of any person if that person or any of its directors have:

- a) Failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges are in arrears for more than three months;
- b) Failed, during the last five years, to perform satisfactorily on a previous contract with the Elias Motsoaledi Local Municipality or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;
- c) Abused the supply chain management system of the Municipality or have committed any improper conduct in relation to this system;
- d) Been convicted of fraud or corruption during the past five years;
- e) Willfully neglected, reneged on or failed to comply with any government, municipal or other public-sector contract during the past five years; or
- f) Been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004) or has been listed on National Treasury's database as a person prohibited from doing business with public sector

**ANNEXURE A**

**SUPPLY CHAIN MANAGEMENT**

**EVALUATION PROCESS AND CRITERIA**

The following evaluation process and criteria will be used to evaluate all bids submitted:

**1. Compliance with Tender conditions**

**i. The Elias Motsoaledi Local Municipality will consider no bid unless it meets the following responsiveness criteria:**

The bid must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which the bid is submitted.

The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid.

The electronic verification tax clearance must be accompanied by the verification code

Bid forms must be completed in full and each page of the bid signed.

A copy of the company registration certificate must be submitted with the bid on or before the closing time and date of the bid.

Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.

Compliance with the requirements of the bid and technical specifications.

No bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered.

Proof of payment of Municipal account statement on rates and taxes from the respective municipality or confirmation if municipal services' rates and taxes are not levies or charged are not implemented, such proof:

- a) Must not be older than three (3) months from closing date of the tender,
  - b) It must have been addressed to the company itself and all of the directors as on the document for company registration, and
  - c) In case where the company is renting an office space, the lease agreement between the company and the respective landlord must accompanied by the declaration/letter stating that the bidder and or the director are not responsible to pay for municipal services, rates and taxes but the property owner.
  - The bidders are advised to attach their certified valid BBBEE certificates, and in Case were the business is classified as Exempted Micro Enterprise (EME), a sworn affidavit from the commissioner of oath stipulating that the business has a turnover of less than R10m must be submitted. **It should be noted that none attachment of these documents (BBBEE certificate or sworn affidavit) will not disqualify the bidder for further evaluation but will instead disadvantage them from being scored on BBBEE points.**
  - In case where 2 (two) or more companies decide to form a joint venture (JV), all the companies in the JV have to attach each and every document as requested above in addition to the Joint Venture Agreement and a consolidated BBBEE certificate issued by SANAS Verification agencies should be submitted
- ii. Meeting technical specifications and comply with bid conditions;**
- iii. Financial ability to execute the contract; and**
- iv. The number of points scored for achieving Government's Broad-Based Black Economic Empowerment objectives, points scored for price and / or points scored for functionality if applicable.**