

**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

### TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality invites tenders from three (3) to Five (5) experienced and competent contractors for the framework contracts within Elundini Local Municipality of three (03) Years on and as when instructed without a guarantee to any quantum of work on the following construction:

PROJECT NAME	Contract Number	CIDB Grading
Electrical Network Upgrades and Maintenance	ELM-3/010/2023-2024	Valid Grade 4EP and above
Public Lighting	ELM-3/011/2023-2024	Valid Grade 4EP and above

Contracts will be based on the NEC3 Engineering and Construction Contract (Option B Priced contract with Bill of Quantities). Only those tenderers who are registered with the above CIDB are eligible to tender.

Stage 1: Test for responsiveness and eligibility Criteria (Compliance, responsiveness to the bid rules and conditions, thereafter (if applicable).

Stage 2: of Evaluation – Quality

Stage 3: Price and Preference

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	- 80 points
Maximum points for Specific Goals	- 20 points
Maximum points	- 100 points

NB: Specifications on evaluation criteria will be made available on municipal website and e-tender portal for bidders to test whether they qualify or not. However, it must be noted that the tender document to be submitted as the final offer will be sold as Paragraph 8 of this tender notice and invitation to tender under Purchasing and Submission of Tender Documents and ELM website: [www.elundini.gov.za](http://www.elundini.gov.za)

Quality criteria	Maximum number of points: ELM-3/010/2022	Maximum number of points: ELM-3/011/2023-2024
Experience of the tenderer in related scope of works	20	30
Key Persons	65	40
Approach paper	15	30
<b>Maximum possible score for quality (M<sub>s</sub>)</b>	<b>100</b>	<b>100</b>

The minimum number of evaluation points for quality will be 70 points  
The provisions of Preferential Procurement Regulations 2022 will apply.  
The procedure for the evaluation of the responsive tenders will be Method 4

Note to tenderers: The tenderer must attach proof for validating points for each preference point system indicated below.

**Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points**

The Specific Goals allocated points ELM-3/010/2023-2024	The Specific Goals allocated points ELM-3/011/2023-2024	Proof to claim points for specific goal
EME or QSE which is at least 51% Enterprise owned by Black people	EME or QSE which is at least 51% Enterprise owned by Black people	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report

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](mailto:elundini@tip-offs.com) | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager



Points = 15	Points = 15	
Local Enterprise	Local Enterprise	Proof of business operation within the Elundini municipal Jurisdiction or within JOE Qgabi District or outside region along with CSD Report
Within Elundini Local Municipality = 5 Points	Within Elundini Local Municipality = 5 Points	
Within Joe Qgabi District = 3 Points	Within Joe Qgabi District = 3 Points	
Outside region = 1 Points	Outside region = 1 Points	
Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	

### **PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.**

Tender documents may be obtained from the Elundini Local Municipality SCM Unit or emailed to a bidder upon payment of a non-refundable amount of R250 (two hundred and fifty Rand). Payment for tender document can be made either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used proof of payment must be sent to [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za)). The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit.

NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000.

ELM Cashier's office is situated at Elundini Traffic Department, ERF 3503 Station Street, Nqanqarhu, 5480.

The tender documents will be available on Monday, 04 September 2023

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with Project Name and Bid Number. At the back of the envelope bidders must write the bidder's name and address. Bid submissions must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department. The tender document must be placed in the Tender Box not later than 12H00 Noon on Thursday, 05 October 2023 at which time the tenders will be opened in public.

Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup. This is not compulsory.

Enquiries relating to SCM may be addressed to Ms. H Mduzulwana, Tel No. 045 932 8125 or email: [hlubikazi@elundini.gov.za](mailto:hlubikazi@elundini.gov.za). Technical inquiries may be addressed to Mr. K Matubatuba on email: [kanum@elundini.gov.za](mailto:kanum@elundini.gov.za) Tel No. 045 932 8218

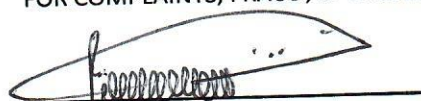
Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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 documents

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 Weeks

Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period

FOR COMPLAINTS, FRAUD, & TENDER ABUSE: Call: 080 070 1701



**JACK MDANI**  
**MUNICIPAL MANAGER**

## T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3:2015, *Construction and maintenance Procurement – Part 3: Standard conditions of tender*.

SANS 10845-3:2015 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3:2015.

Each item of data given below is cross-referenced to the clause in SANS 10845-3:2015 to which it mainly applies. These standards should be read in conjunction with the Local Government Framework for Infrastructure Procurement and Delivery Management (LGFIPDM) and CIDB Conditions of tender.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Clause number	Tender Data
3.1	The employer is the Elundini Local Municipality
3.2	<p>The tender documents issued by the employer comprise the following documents:</p> <p><b>THE TENDER</b></p> <p><b>Part T1: Tendering procedures</b>  T1.1 – Tender notice and invitation to tender  T1.2 – Tender data</p> <p><b>Part T2: Returnable documents</b>  T2.1 – List of returnable documents  T2.2 – Returnable schedules</p> <p><b>THE CONTRACT</b></p> <p><b>Part C1: Agreements and Contract data</b>  C1.1 – Form of offer and acceptance  C1.2 – Contract data      Part 1 – Data by the <i>Employer</i>      Part 2 – Data by the <i>Contractor</i></p> <p><b>Part C2: Pricing data</b>  C2.1 – Pricing assumptions  C2.2 – Pricing schedule</p> <p><b>Part C3: Scope of work</b>  C3.1 – Scope of work</p> <p><b>Part C4: Site information</b>  C4.1 – Site Information</p>
3.2	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	<p><b>The employer's representative is:</b>  Name: Mr. Kano Matubatuba  Elundini Local Municipality  1 Seller Street, Ngangqarhu, 5480.  Tel No.: 045 932 8221  Fax No.: 045 932 1094  E-mail: <a href="mailto:kanum@elundini.gov.za">kanum@elundini.gov.za</a></p>
3.4	The language for communications is English
4	<b>Tenderer's Obligations</b>



4.1	<p>Only tenderers who satisfy the following eligibility criteria <b>and who have provided the required evidence in their tender submission</b> are eligible to have their bid offers evaluated:</p> <ol style="list-style-type: none"> <li>1. The tenderer is registered with and active on the Construction Industry Development Board (CIDB) for Grading 4EP and above</li> <li>2. JV Eligibility requirements: <ul style="list-style-type: none"> <li>• A Joint venture must submit a consolidated valid original or certified copy of B-BBEE certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. Failure to comply with this, will automatically results in the non-awarding of points for B-BBEE. (This will not disqualify bidders but points for B-BBEE will not be allocated)</li> <li>• Submit Joint Venture agreement in the case of joint venture.</li> <li>• Fully completed Compulsory Returnable Documents for JV</li> </ul> </li> <li>3. Valid Proof of good standing with the Compensation for Occupational Injuries and Diseases (COID). Bidders who do not have the valid Compensation for Occupational Injuries and Diseases (COID) must submit a letter form Department of Labour stating that the bidder has applied for COID specifically for this project, in such case appointment will be subject to bidder submitting a Valid COID.</li> <li>4. The tenderer has a Key Person (Project Manager) with NQF Level 5 or higher in Project Management, OR Electrical Line Construction Certificate, OR NQF Level 5 or higher Quality management, and experience of Five (5) years in the electricity field in a supervisory level with contactable references to confirm the claimed experience.</li> <li>5. The tenderer must provide three (3) contactable client references for the electrical MV (Medium Voltage) underground cable and overhead line construction projects and maintenance projects undertaken in the last ten (10) years which has been satisfactorily completed or in progress. <b>The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders</b></li> <li>6. Directors or company is not in the Treasury's database of restricted suppliers</li> </ol>
4.2	The tenderer accepts that, unless otherwise stated in the tender data, the employer does not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
4.5	The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
4.7	<p>The arrangements for a compulsory clarification and inspection meeting are as follows:</p> <p>Where compulsory briefing is applicable, tenderers will be obligated to sign the attendance list in the name of the tendering entity. In that case, any Addenda issued to tenders will be received only from those tendering entities appearing on the attendance list.</p>
4.8	Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least <b>5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period.</b>
4.10	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data



4.10(a)	If after the commencement of the Contract, the cost or duration of the services is altered as a result of changes in, the amount of the main contractor or contract amount from which estimate were based, or amounts or additions to, any statute, regulation or by-laws, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 90 days of first having become aware of the change, the Contractor furnished the Employer with detailed justification to the Price or Period of the Performance (or both).
4.11	<b>Alterations to the documents</b> Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. No copies are required
4.13.2	Tenderer must put initials at the bottom of each page of the tender document as proof that the bidder has reviewed and agreed to the contents of the tender data. This also prevents and ensures that various parties involved do not change and / or replace any page and modify the contents after the submission of the tender.  Tenderer must sign the original and all copies of the tender offer where required in terms of the tender data. NOTE: The employer holds all authorized signatories liable on behalf of the tenderer.
4.13.4	The tenderer is required to submit tender with the following documents: <ol style="list-style-type: none"> <li>1) a copy of the Central Supplier Database report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.</li> <li>2) proof of good standing with the Compensation for Occupational Injuries and Diseases (COID) Bidders who do not have the valid Compensation for Occupational Injuries and Diseases (COID) must submit a letter from Department of Labour stating that the bidder has applied for COID specifically for this project, in such case appointment will be subject to bidder submitting a Valid COID.</li> <li>3) a copy of valid Construction Industry Development Board (CIDB) for <b>Grading 4EP</b> and above</li> <li>4) Key Personnel (Project Manager) with NQF Level 5 or higher in Project Management, OR Electrical Line Construction Certificate, OR NQF Level 5 or higher Quality management, and experience of Five (5) years in the electricity field in a supervisory level with contactable references to confirm the claimed experience.</li> </ol>
4.13.5 4.15	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:  <b>Location of tender box:</b> Elundini Local Municipality Finance Department  <b>Physical address:</b> 1 Seller Street Nqanqarhu 5480  <b>Identification details :</b> Tender no, Title of Tender and the closing date and time for tenders <b>Closing Date :</b> <b>Thursday, 05 October 2023</b> <b>Closing Time :</b> <b>12H00</b>  <b>The tender box is only open on weekdays between 08:00 and 16:00</b>
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
4.16.1	The tender offer validity period is <b>12 weeks</b> .
4.17	The tenderer shall provide clarification of a tender offer during the evaluation of tender offers, in response to a request from the employer to do so.  NOTE: Such clarifications can include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.
4.19	The employer shall grant during working hours to premises for inspections, tests and analysis, as provided for in the tender data.



5	<b>Employer's Undertaking</b>
5.1	The employer will respond to requests for clarification received up to Five (5) working days before the tender closing time.
5.2	The employer shall issue addenda until Five (5) working days before tender closing time.
5.4	Tenders will be opened immediately after the closing time for tenders as stated in the Tender Notice and Invitation to Tender.
5.6	The employer or any of its employees must not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer
5.8	<p>Determine, after opening and before detailed evaluation, whether each tender offer that was properly received</p> <ul style="list-style-type: none"> <li>a) complies with the requirements of the standard conditions of tender in this part of SANS 10845-3:2015</li> <li>b) has been properly and fully completed and signed, and</li> <li>c) is responsive to the other requirements of the tender documents.</li> </ul> <p><b>A responsive tender</b> is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A <b>material deviation or qualification</b> is one which, in the employer's opinion, would</p> <ul style="list-style-type: none"> <li>a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work,</li> <li>b) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or</li> <li>c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.</li> </ul> <p>Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p>
5.9	<p>Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.</p> <p>For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.</p>



**Evaluation of tender offers**

The procedure for the evaluation of responsive tenders is Method 4: Financial offer, quality and preferences

**STAGE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES**

Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration.

1. Bid Document (This Document) must be submitted in its original format.
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. A copy of the Central Supplier Database report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.
4. Valid Proof of good standing with the Compensation for Occupational Injuries and Diseases (COID). Bidders who do not have the valid Compensation for Occupational Injuries and Diseases (COID) must submit a letter from Department of Labour stating that the bidder has applied for COID specifically for this project, in such case appointment will be subject to bidder submitting a Valid COID.
5. A copy of valid Construction Industry Development Board (CIDB) for **Grading 4EP** and above.
6. Key Person (Project Manager) with NQF Level 5 or higher in Project Management, OR Electrical Line Construction Certificate, OR NQF Level 5 or higher Quality management, and experience of Five (5) years in the electricity field in a supervisory level. Failure to comply will automatically eliminate the bid for further consideration.
7. The tenderer must provide three (3) contactable client references for the electrical MV (Medium Voltage ) underground cable and overhead line construction projects and maintenance projects undertaken in the last ten (10) years which has been satisfactorily completed or in progress. The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.
8. Bidders must be a legal entity or partnership or consortia or joint ventures with a signed agreement in place with a consolidated BBBEE Certificate.
9. Form of offer and Acceptance (fully completed and signed)
10. Invitation to bid must be completed and signed.
11. Declaration of Interest (fully completed and signed)
12. Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (fully completed and signed)
13. Declaration of Bidder's past Supply Chain Management Practices. (Completed and signed)
14. Certificate of Independent Bid Determination. (Completed and signed)
15. Compulsory Enterprise Questionnaire (Completed and signed)
16. Elundini Municipality Ethics Commitment form for Suppliers (Completed and signed)
17. Proof of Authority of Signatory
18. Declaration of Employees of the State or other State Institutions.
19. Tenderer's declaration with respect to participation in job creation using Local Labour has been completed and signed complies with the set threshold for Local Labour. **The minimum required content of such local labour for this project shall be 10 %.**
20. Proof of attendance of clarification meeting, an attendance register will be circulated for record purposes.
21. A valid original or certified copy of B-BBEE certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. Failure to comply with this, will automatically results in the non-awarding of points for B-BBEE. (This is not an Elimination factor).
22. This tender will be awarded as a whole. All Items listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which must also be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
23. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.
24. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.
25. The Municipality reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur:  
if :-
  - a) the bidder has been awarded a considerable number of projects by the Municipality.
  - b) as performed unsatisfactorily in the past.
  - c) Does not meet objective criteria

**26. DUE DELIGENCE**

- a) The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.



- b) The municipality will provide due diligence form which will be used for the assessment purposes of the claimed project experience.

## STAGE TWO: EVALUATION OF QUALITY

The quality criteria and maximum score in respect of each of the criteria in accordance with 5.11.9 are as follows:

- Schedule 1: Experience of the tenderer – **20 points**
- Schedule 2: Experience of key persons – **65 points**
- Schedule 3: Approach – **15 Points**

A minimum number of evaluation points for quality is **70 Points**. Any bidder who fails to meet the minimum qualifying score will not be considered further for evaluation on Price and Preference.

## STAGE THREE: EVALUATION POINTS ON PRICE AND PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and PPPFA Regulations of 2022

Criteria	Points
Points on Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

The **80/20 system** for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

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

5.11.1 The financial offer derived from the bill of quantities will only be used for comparative basis.

5.11.5 The procedure for the evaluation of responsive tenders is Method 4: Financial offer, quality and preferences

The total number of tender evaluation points ( $T_{EV}$ ) shall be determined in accordance with the following formula.

$$T_{EV} = 0,6 (N_{FO} + N_P) + 0,4 N_Q$$

$N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7 where the score for financial offer is calculated using Formula 2 and  $W_1$  equals 80.

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule

$N_Q$  is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9 where,  $W_2 = 100$ .

Up to 100 minus  $W_1$  tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.



5.11.7

**Scoring financial Offers**

Score the financial offers using the following formula:

$$N_{FO} = W1 \times A$$

where

$N_{FO}$  is the number of tender evaluation points awarded for the financial offer.

$W1$  is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the tender data.

$A$  is the number calculated using the relevant formula described in Table 1, as stated in the tender data.

**Table 1 — Formulae for calculating the value of  $A^a$**

Formula number	Basis for comparison	Formula
1	Highest price or discount	$P/P_m$
2	Lowest price or percentage commission or fee	$P_m/P$

<sup>a</sup>  $P_m$  is the comparative offer of the most favourable comparative offer.  
 $P$  is the comparative offer of the tender offer under consideration.

5.11.9

**Scoring Quality**

The quality criteria and maximum score in respect of each of the criteria are as follows:

No.	Quality criteria	Sub-criteria	Maximum number of points
1.	Experience of the tenderer in related scope of works	Company able to plan, organise, control, coordinate, administer, and implement network upgrades	20
2.	<b>Key Persons</b>		
2.1	Experience of the Key person (Project Management)	Person must have an experience in managing of electrical network installation and maintenance coordination, administration, reporting to client and management of resources	15
2.2	Experience of the Key person (Cable Joiner)	Person must be approved / certificated to perform MV cable jointing and terminations Have an experience in organising and supervision of resources working on MV cable jointing and termination of electrical network.	10
2.3	Experience of the Key person (Artisan)	Person must a qualified Artisan with Trade Test Certificate, ORHVS and experience in performing electrical installations supervision	10
2.4	Experience of the Key person (Artisan)	Person must be a qualified Artisan with Trade Test Certificate, Wireman's license and experience in house wiring supervision	10
2.5	Experience of Key persons (Linesman X 2)	Key person will be responsible for construction of overhead lines projects and other electricity activities	20
3.	<b>Approach paper</b>	Project Execution Method. Gantt Chart (compulsory), resource schedule, activity sequencing linked to timelines	15
	<b>Maximum possible score for quality (<math>M_s</math>)</b>		100

Quality shall be scored by not less than three evaluators in accordance with the following schedules:

- Schedule 1: Experience of the tenderer
- Schedule 2: Experience of key persons
- Schedule 3: Approach

The minimum number of evaluation points for quality is 70



5.11.9	Each evaluation criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.
5.13	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> <li>Submits a valid SARS Tax Clearance Certificate or/and a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing.</li> <li>The tenderer is registered with and active on the Construction Industry Development Board (CIDB) for <b>Grading 4 EP</b> and above</li> <li>Submits a valid proof of good standing with the Compensation for Occupational Injuries and Diseases (COID). Bidders who do not have the valid Compensation for Occupational Injuries and Diseases (COID) must submit a letter from Department of Labour stating that the bidder has applied for COID specifically for this project, in such case appointment will be subject to bidder submitting a Valid COID.</li> <li>Key Person (Project Manager) with NQF Level 5 or higher in Project Management, OR Electrical Line Construction Certificate, OR NQF Level 5 or higher Quality management, and experience of Five (5) years in the electricity field in a supervisory level. Failure to comply will automatically eliminate the bid for further consideration.</li> <li>The tenderer must provide three (3) contactable client references for the electrical MV (Medium Voltage ) underground cable and overhead line construction projects and maintenance projects undertaken in the last ten (10) years which has been satisfactorily completed or in progress. The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.</li> <li>Bidders must be a legal entity or partnership or consortia or joint ventures with a signed agreement in place.</li> <li>the tenderer is registered on the Central Supplier Database (CSD) for the South Africa government (see <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> ) unless it is a foreign supplier with no local registered entity</li> <li>Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.</li> <li>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.</li> <li>the tenderer has not: <ol style="list-style-type: none"> <li>abused the Employer's Supply Chain Management System; or</li> <li>failed to perform on any previous contract and has been given a written notice to this effect; and</li> </ol> </li> <li>the tenderer has completed the Compulsory Enterprise Questionnaire 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 and persons in the employ of the state are permitted to submit tenders or participate in the contract;</li> <li>the tenderer is not more than three months in arrears in its municipal rates and taxes or municipal service charges, if applicable. Proof of payment to be supplied. Where no municipal rates are applicable, a proof of residence from the Councillor and a Sworn Affidavit from the SAPS stating that the tenderer is not liable for municipal rates must be supplied.</li> <li>NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.</li> <li>Tenderer's declaration with respect to participation in job creation using Local Labour has been completed and signed complies with the set threshold for Local Labour. <b>The minimum required content of such local labour for this project shall be 10 %.</b></li> <li>the tender has offered a market related offer. If the offer is believed not to be market related, the Municipality through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process.</li> <li>A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.</li> <li>The Municipality reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur: <ul style="list-style-type: none"> <li>the bidder has been awarded a considerable number of projects by the Municipality.</li> <li>Where a bidder or its directors has previously failed to perform in the previous order where notices of poor performance were issued or application for restriction has been lodged with National Treasury in terms of SCM Regulation 38.</li> </ul> </li> </ol>
5.17	The number of paper copies of the signed contract to be provided by the employer is one.



## EXPERIENCE OF THE TENDERER

The tenderer must provide three (3) contactable client references for the electrical MV (Medium Voltage) underground cable and overhead line construction projects and maintenance projects undertaken in the last ten (10) years which has been satisfactorily completed or in progress. The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.

Tenderers must list electrical MV underground cable and overhead line construction projects or maintenance projects undertaken in the past with documented proof of appointment and completion certificates or progress report or letter of reference if current.

The municipality must conduct an intense due diligence which must include inspection of the claimed experience of the three (3) highly preferred bidders

Tenderers should very briefly describe his or her experience in this regard, emphasising the details<sup>1</sup> nature of the works and complexity and attach this to this schedule. The description should be put in tabular form with the following headings:

Employer, and	Description of contracts relating to:	Contract value of the works inclusive of VAT (Rand)	Date	
			Start	Completion
<b>Employer:</b>  <b>Contact person:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Title of the project:</b>  <b>Brief description:</b>			
<b>Employer:</b>  <b>Contact person:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Title of the project:</b>  <b>Brief description:</b>			
<b>Employer:</b>  <b>Contact person:</b>  <b>Telephone number:</b>  <b>Email address:</b>	<b>Title of the project:</b>  <b>Brief description:</b>			



The scoring of the tenderer's experience will be as follows:

<b>0</b>	Tenderer has submitted no information or inadequate information to determine scoring level.
<b>Poor (score 5)</b>	Limited experience. Contractor <b>has only one (1) MV</b> project completed
<b>Satisfactory (score 15)</b>	Average experience. Contractor <b>has only three (3) MV</b> projects completed
<b>Good (score 20)</b>	Above average experience. Contractor has <b>four (4) or more MV</b> projects completed

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



### Schedule 2.1: Experience of key persons Project Manager (Overhead Lines or Underground cables)

The experience of the key person who will be responsible for the managing of electrical network installation and maintenance of the physical equipment. Implementing construction processes, project management, coordination, administration, reporting to client and management of resources, will be evaluated in relation to the scope of work from two different points of view.

**Person must have an experience in managing of electrical network construction and maintenance, coordination, administration, reporting to client and management of resources in the last five years with contactable references to confirm the claimed experience.**

- 1) General experience (total duration of work activity), level of education and training and positions held.
  - 2) The education, training, skills and experience and knowledge of issues which are pertinent to the scope of work, and stakeholders.
- A CV of the key person of not more than 4 pages needs to be attached to this schedule. A letter of undertaking from the person on the CV must be attached and the very same person must sign in the space provided below:

Key Person Name: \_\_\_\_\_ Signature /ID Number: \_\_\_\_\_

The CV should be structured under the following headings:

- 1 Personal particulars
  - name
  - date and place of birth
  - place (s) of tertiary education and dates associated therewith
  - professional awards
- 2 **Qualifications\* (Key Person (Project Manager) with NQF Level 5 or higher in Project Management, OR Electrical Line Construction Certificate, OR NQF Level 5 or higher Quality management, and experience of Five (5) years in the electricity field in a supervisory level).**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work (in the past five (5) years)

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

	General experience and qualifications in relation to the service	Adequacy for the contract
Score 0	Tenderer has submitted insufficient information to score the schedule	
Satisfactory (score 10)	Key person has reasonable levels of general experience	Key person has reasonable (5 years' experience and required qualifications), levels of project specific education, training and experience that are pertinent to the scope of work
Good (score 15)	Key person has extensive levels of general experience	Key persons has extensive (6 years' or more of experience and required qualifications) levels of project specific education), training and experience that are pertinent to the scope of work

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



## Schedule 2.2 Experience of key persons (Cable Joiner)

Person must be a qualified electrician with a Trade Test Certificate, and Cable Joining, Termination and Testing Certificate to perform MV cable jointing and terminations. The said Cable Joiner must have a minimum of three (3) years' experience on MV cable jointing, Termination and Testing and termination of electrical network and/or maintenance projects with contactable references.

A CV of the key person of **not** more than 3 pages together with required proof of qualifications( Certificates must be attached to this schedule and the very same person must sign in the space provided below:

**Key Person Name:** \_\_\_\_\_ **Signature :** \_\_\_\_\_

The CV may be structured under the following headings:

- 1 Personal particulars
  - name & surname
  - date of birth or ID number
- 2 Qualifications: Trade test and cable joining, termination and testing certificate).
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of this project in the past Three (3) years)

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

	General experience and qualifications	Adequacy for the contract
<b>Score 0</b>	Tenderer has submitted insufficient information to score the schedule	
<b>Poor (score 3)</b>	Key person has limited levels of general experience	Key person has limited ( <b>limited experience</b> ), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience. ( <b>1 - 2 years of experience with required qualifications</b> )
<b>Satisfactory (score 5)</b>	Key person has reasonable levels of general experience	Key person has limited ( <b>3 - 4 years' experience with required qualifications</b> ), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience
<b>Good (score 10)</b>	Key person has extensive levels of general experience	Key person has limited ( <b>5 years and above experience with required qualifications</b> ), levels of project experience that are pertinent to the scope of work with contactable references to confirm the claimed experience

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



### Schedule 2.3 Experience of Artisan- G1

Person must be a qualified Artisan with Trade Test Certificate , ORHVS (Operation Regulation for High Voltage Systems) and minimum of three (3) years of experience in performing supervision in electrical installations .

A CV of the Artisan of not more than 3 pages and qualifications must to be attached to this schedule. A letter of undertaking from the person on the CV must be attached and the very same person must sign in the space provided below:

Key Person Name: \_\_\_\_\_ Signature : \_\_\_\_\_

The CV should be structured under the following headings:

- 1 Personal particulars
  - name & surname
  - date of birth or ID number
- 2 **Qualifications (Trade Test Certificates and ORHVS (Operation Regulation for High Voltage Systems))**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work in the past three (3) years

The scoring of the experience and number of artisans will be as follows:

	General experience and qualifications in relation to the service.	Adequacy for the contract
<b>Score 0</b>	Tenderer has submitted insufficient information to score the schedule	
<b>Poor (score 5)</b>	Artisan has limited levels of general experience	Artisan with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualification includes Trade test only and three (2) years of experience in performing supervision in electrical installations</b>
<b>Satisfactory (score 7)</b>	Artisans have reasonable levels of general experience and trade test	Artisans with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualification include Trade Test and ORHVS and three (3) years of experience in performing supervision in electrical installations.</b>
<b>Good (score 10)</b>	Artisans have extensive levels of general experience and trade test.	Artisans with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualifications includes Trade Test, ORHVS and above four (4) years of experience in performing supervision in electrical installations.</b>

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Position \_\_\_\_\_  
 Tenderer



## Schedule 2.4 Experience of Artisan- G2

Person must be a qualified Artisan with Trade Test Certificate, Wireman's license) and minimum of three (3) years of experience in performing house wiring supervision.

A CV of the Artisan of not more than 3 pages and qualifications must be attached to this schedule. A letter of undertaking from the person on the CV must be attached and the very same person must sign in the space provided below:

Key Person Name: \_\_\_\_\_ Signature : \_\_\_\_\_

The CV should be structured under the following headings:

- 1 Personal particulars
  - name & surname
  - date of birth or ID number
- 2 **Qualifications (Trade Test Certificates and Wireman's license)**
- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work in the past three (3) years

The scoring of the experience and number of artisans will be as follows:

	General experience and qualifications in relation to the service.	Adequacy for the contract
<b>Score 0</b>	Tenderer has submitted insufficient information to score the schedule	
<b>Poor (score 5)</b>	Artisan has limited levels of general experience	Artisan with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualification includes Trade test only and three (2) years of experience in performing supervision in house wiring.</b>
<b>Satisfactory (score 7)</b>	Artisans have reasonable levels of general experience and trade test	Artisans with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualification include Trade Test and Wireman's license with three (3) years of experience in performing supervision in house wiring.</b>
<b>Good (score 10)</b>	Artisans have extensive levels of general experience and trade test.	Artisans with required level of project specific education, training and experience pertinent to the scope of work. <b>Qualifications includes Trade Test, Wireman's license and above four (4) years of experience in performing supervision in house wiring.</b>

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Tenderer



## Schedule 2.5: Experience of key persons (Linesman X 2)

The experience of the key person who will be responsible for construction of overhead lines projects and other electricity activities. Person must have a minimum of 3 years experience in constructing and maintenance of MV or LV Overhead Lines in the last five years with contactable references. The Linesmen must have knowledge of issues which are pertinent to the scope of work, and stakeholders (Eskom).

A CV of the Artisan of not more than 3 pages and qualifications must be attached to this schedule. A letter of undertaking from the person on the CV must be attached and the very same person must sign in the space provided below:

Key Person Name: ..... Signature: .....

The CV should be structured under the following headings:

### 1 Personal particulars

- name & surname
- date of birth or ID number

### 2. Qualifications (Certificates of MV /LV Overhead Line constructions)

- 3 Name of current employer and position in enterprise
- 4 Overview of work experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work (MV/LV line construction and maintenance in the past two (2) years).

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

	General experience and qualifications in relation to the service	Adequacy for the contract
<b>Score 0</b>	Linesman without required Experience that has a bearing on the scope of work (MV/LV line construction and maintenance and qualifications.	
<b>Poor (score 5)</b>	Linesman has poor level of general experience	Only <b>one</b> Linesman with relevant project experience (2 years of experience in MV/LV line construction and maintenance) and Certificates of MV /LV Overhead Line constructions <b>(A specified linesman without the required qualification will not count)</b>
<b>Satisfactory (score 20)</b>	Linesman has satisfactory level of general experience	Two Linesman with relevant project experience (2 years of experience in MV/LV line construction and maintenance) and Certificates of MV /LV Overhead Line constructions. <b>(A specified linesman without the required qualification will not count)</b>

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

### Schedule 3 : Approach Paper

The approach paper must respond to the scope of work, the nature of the contract, the required resources and outline the proposed approach /methodology including that relating to the programming and management of key processes.

The approach paper as such needs to:

- Outline the proposed methodology and systems which will be employed with time frames/Gant Chart
- Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary (developmental) objectives.

The tenderer should as such explain his / her understanding of the objectives of the project, highlight the issues of importance and explain the strategic approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a high level quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The approach paper must respond to the scope of work, the required resources and outline the proposed approach / methodology bearing in mind that outages will be applicable, so strategy of minimizing customer power interruptions will be needed. The approach paper as such needs to:

- Systems which will be employed to manage subcontractors appointed.
- Articulate what value add the tenderer will provide in achieving the stated and implied objectives for the project including the secondary objectives.

The approach should also include a high level quality plan which outlines processes, procedures and associated resources, applied when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management. Plus Realistic detailed Programme (***In Gantt Chart format and network diagram per Project***) indicating clear timeframes and tasks in the proposed implementation of the project scope of work. **NB: Failure to submit an Approach with a Gantt Chart Format and network diagram per project, the Tenderer will be deemed non-responsive for this item.**

	Delivering projects as the main contractor	Strategy for delivering secondary (developmental) objectives
<b>Score 0</b>	Tenderer has submitted insufficient information to score the schedule	
<b>Poor (score 5)</b>	The technical approach and / or methodology is poor / is <u>unlikely to satisfy project objectives or requirements</u> . The tenderer has <u>misunderstood certain aspects of the scope of work</u> and does not deal with the critical aspects of the project.	The tenderer's strategy is poor because the quality plan which outlines processes, procedures, associated resources and risk management is not stated at all.
<b>Satisfactory (score 10)</b>	The approach is <u>generic</u> and not tailored to address the specific project objectives and methodology. The approach does <u>not adequately deal</u> with the critical characteristics of the project. The <u>quality plan</u> , manner in which risk is to be managed etc. is generic.	The tenderer's strategy is reasonable, however the quality plans only outline the processes and procedures therefore some improvements over time will be required in order to yield meaningful outcomes.
<b>Good (score 12)</b>	The approach is <u>specifically tailored</u> to address the specific project objectives and methodology and is sufficiently flexible to <u>accommodate changes</u> that may occur during execution. The <u>quality plan</u> and approach to <u>managing risk</u> etc. is specifically tailored to the critical characteristics of the project.	The tenderer's strategy is well thought through and the quality plan outlines the detailed processes, procedures and associated resources, however how risks will be managed is not clearly stated.
<b>Very good (score 15)</b>	Besides meeting the "good" rating, the important issues are approached in an <u>innovative and efficient way</u> , indicating that the tenderer has <u>outstanding knowledge of state-of-the-art approaches</u> . The approach paper details ways to <u>improve the project outcomes</u> and the quality of the outputs / outcomes	The tenderer's strategy is innovative and the quality plan outline processes, procedures and associated resources and clearly indicates how risk will be managed which is likely to yield outstanding outcomes and improvements over time.



## **Part C3: Scope of work**

### **C3: Scope of Work**

#### **C3.1 Framework Information**

##### **1. Background**

The Employer is Elundini Local Municipality, which is located under the jurisdiction of Joe Gqabi District, in the north eastern portion of the Province of the Eastern Cape.

The Employer's mission is to operate a rural municipality that delivers excellent services to its people who remain its priority in everything that it does; is financially viable; has good governance in place; is transformed and developmental; and is clean, green and sustainable.

As part of this mission the Employer embarked on a 5-year development strategy, which i.e. Electrical Network Maintenance and Upgrade.

The Employer decided to conclude Framework Contract with three to Two (2) contractors for Electrical Network Maintenance and Upgrade over three (3)-year framework term.

As part of the execution of the Framework Contract and development strategy the Employer's secondary objectives are to

- 1) promote broad based black economic empowerment.
- 2) promote local employment (temporary and permanent) through the delivery of the works.
- 3) develop small enterprise capacity to undertake the portions of the work as subcontractors and the maintenance of the completed works.
- 4) retain as much of the project expenditure within the Elundini Local Municipality; and
- 5) Support skills development by increasing the number of people who have part qualifications, national qualifications and professional designations awarded by statutory councils.

##### **2 Employer's objectives**

2.1 The Employer's primary objective in entering into this framework contracts over a three (3) year framework term for Electrical Network Maintenance and Upgrade within the Elundini Municipal area of jurisdiction, on an as and when instructed basis without a commitment to a quantum of work, is to secure the services of a limited number of suitably qualified contractor to serve the Employer's current and emerging needs.

2.2 The secondary or developmental objectives of the Employer are to provide employment and business opportunities to persons residing or located within the Elundini Municipal area.

##### **3. Scope**

The scope of this Framework Contract is the Electrical Network Maintenance and Upgrade over a 3-year framework term, as and when the specific Package Order is issued to the Contractor. A generic BOQ has been provided for competitive purposes but pricing can be done for additional items as per market related prices at the time of issuing the package order.

The Contractor is required to provide all required personnel, materials, equipment and plant required for the Electrical Network Maintenance and Upgrade and associated works as instructed through a Package Order within the Elundini Local Municipality

The Contractor will furthermore be required to subcontract at least 30% of the Works with local businesses to develop them over the framework period to enable them to raise their CIDB grading.

Each Package Order will specify its own Works Information with the necessary details applicable for the Electrical Network Maintenance and Upgrade of that Work Package. This will include but not be limited to reporting, invoicing, technical details, drawings, location, Site Information as well as people employment requirements.

##### **4. Management of the agreement**

The Employer and Contractor will meet to discuss the management of this agreement at least on a monthly basis and when either Party requests such a meeting.

The contact person for the Employer for these meetings will be Mr. K Matubatuba or the senior accounting officer of the Municipality.

The Contractor will report on a quarterly basis to the Employer the status of the local business development as required in section 2 above.

##### **5. The quotation procedure**

The Employer will specify the specific requirements that the selected Contractor needs to adhere to for the quotation for a specific Package Order.

- a) The quotation request will at least consist of:
  - The quotation instructions.



- The completed Package Order Contract Data for the specific package order.
- The detailed Works Information and Site Information for the specific package order; and
- Any other relevant information.

- b) The quotation instructions will at least indicate:
- The time and place for submission of a quotation;
  - The information required as part of the quotation;
  - The proposed timeline for the execution of the Package Order;
  - The intended appointment date; and
  - The person who can be contacted.

- c) After submission of the quotation by the Contractor/s, the Employer may
- 1) Accept the quotation by issuing a Package Order to the successful Contractor;
  - 2) Revise the Work Package and request a revised quotation; or
  - 3) Decides that the Work Package should not be carried out.

## **6 Issuing of Package Orders**

- 6.1 The Employer will issue Package Orders in accordance with the provisions of the Elundini Local Municipality Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIDPM) Policy.
- 6.2 Performance in achieving and exceeding developmental targets and undertakings may form part of the justifiable reasons for awarding a Package Order to a particular framework contractor.

## **7 General specifications for materials**

The Contractor shall only incorporate in the works materials (substances that can be incorporated into the works), products (item manufactured or processed for incorporation into the works), components (products manufactured as distinct units to serve a specific function or functions) and assemblies (set of related components attached to each other) which are:

- a) fit for their intended purpose; and
- b) capable of fulfilling required functions under intended use conditions or when in use, with planned maintenance, under the influence of the environmental actions or a result of a self-ageing process for a period of time within industry accepted norms.

## **8 Title to objects and materials within the site**

Earth, stone, gravel and sand, and all other materials existing on, excavated from or obtained by the removal of vegetation or demolition of structures on the site, shall be at the Contractor's disposal in so far as they are required for incorporation into the works.

## **9 Promotion of developmental procurement objectives**

### **9.1 Local direct employment goal**

- 9.1.1 The Contractor shall achieve or exceed in the performance of the Package Order the contract local direct employment goal (CLDEG) established in Scope of Work associated with a Package Order where:

- a) contract local direct employment goal (CLDEG) means the percentage of the total number of equivalent person days worked by people employed by the Contractor or a Subcontractor for the performance of the works who are local people;
- b) equivalent person-days means the total time worked by people within the Working Area divided by 8 hours;
- c) local people means people who reside in the Elundini Municipal areas, within 20 km of the site

- 9.1.2 Credits towards the contract local direct employment goal shall be assessed and granted by the Employer's delegate, based on information provided by the Contractor whenever the amount due to the Contractor in terms of the contract is assessed.

- 9.1.3 The Contractor shall submit to the Employer's delegate in a format acceptable to the Employer's delegate the name, identity number, gender, youth, residential address, occupation and equivalent-person days employment in respect of each and every employee of the Contractor and subcontractors whenever the amount due to a Contractor in terms of the contract is assessed.

- 9.1.4 Credits towards the contract local direct employment goal shall be denied where:

- a) the wages and conditions of employment for local people are less favourable than those set by an applicable bargaining council, relevant sectoral determinations made by the Minister of Labour or, in the absence of any applicable bargaining council or sectoral determination, the local wages and conditions of employment for unskilled workers; and
- b) people work outside of the site.



#### 9.1.5 Expanded Public Works Programme

The bidder is required to ensure that the minimum targets of employment is achieved during the course of the project. Labour, training and employment of people may be done at any time the contract, i.e. during the engineering and construction part of the project. Reporting on this must be completed as per the prescribed reporting structure within this document or as instructed by the client. The calculation of minimum labour employed is found in the tender section of this document

9.1.6 The contractor shall also commit to sub-goals for women and youth (persons 16 – 35 years of age)

## 9.2 Development of local subcontractors

9.2.1 The Contractor shall at least subcontract 30% of the Works with local businesses to develop them over the framework period to enable them to rise their CIDB grading.

9.2.2 A local subcontractor is an enterprises who has the skill and expertise to provide services and the responsibility for the management and supervision relating thereto, in the discharge of a contractual obligation, from a building together with its land and outbuildings located within the Elundini Local Municipality and which can provide proof of ownership of such premises or a valid rental agreement with the owner of such premises.

9.2.2.1. The Contractor will be responsible to transfer skills and monitor the Local Sub-Contractor work done on site and check the quality of work done on site by the Sub-Contractor.

9.2.3 The Contractor shall provide the Employer with a proposed strategy and method statement for the development of local subcontractors whenever the contractor submits a quotation for a Package Order.

9.2.4 The Contractor shall report on a quarterly basis to the Employer the progress made in developing subcontractor

## Project Description

A panel of three (3) to Five (5) contractors will be appointed as when needed for a period of three years to provide Electrical Network Upgrade and Maintenance within Elundini Municipality Areas for a period of three (3) years.

## Project Background

The works are the provision of materials, labour and equipment to install, test and commission and hand over to the municipality in good serviceable condition new and upgraded electrical infrastructure which supplies various areas within Ugie, Nqanqarhu and Mount Fletcher. The works include dismantling of existing the Transformers, Kiosks, Overhead construction and Cabling. Installing a new Mini sub, relocate Transformer, Meters, Kiosks, and associated Cabling for various projects identified per year. Transporting and off-loading of poles and transformers on site. Excavation and Backfilling

## Scope of work/ deliverables:

The work will require:

Statutory requirements and standards;

- The supply of all miscellaneous accessories required to complete the Works;
- The supply of labour and equipment in order to install materials required to achieve the projects.
- The completion of dead testing, live testing and commissioning of the works;
- Hand-over documentation,
- The electronic capturing of metering and installation data;
- The submission of As-built records.

The works, materials design shall comply with the following regulations and standards:

- NRS 048-1 Quality of Supply
- NRS 047-2 Quality of Service
- SANS 60076-5 Power transformer: Ability to withstand short circuit
- SANS 780 Distribution transformers
- ISO 9001 Quality Management
- NRS 082 recommended maintenance policy for electricity network
- SANS 9001: Quality systems-Model for Quality Assurance in Design/Development Production, Installation and Servicing
- SANS 10142- Medium Voltage installation etc.

## Identified works for 2020/21

### Scope MTLG01 Caltex garage

- 1) The network is being supplied from Nqanqarhu substation via 11kV Nqanqarhu Lower Town feeder.
- 2) The Mini-Sub must be installed in Nqanqarhu Town next to Durban Shop Erf 764. The proposed location is 70m away from the existing transformer.
- 3) Dismantle the existing pole mounted transformer that is currently ground mounted inside the premises of Caltex garage.
- 4) The LV compartment of the existing transformer will therefore be transferred to the new ground mounted distribution kiosk next to the new Mini-sub.
- 5) An extra 70m of 4core, 70mm<sup>2</sup> SWA PVC LV cable to feed Caltex garage will be needed to ensure separation of LV feeders and their metering points.
- 6) Currently there is a ground mounted distribution kiosk exactly where the mini-sub will be installed and it must be dismantled.
- 7) Install new mini-sub and the kiosk next to the mini-sub .Metering points to be installed in the new kiosk.
- 8) Divert the Durban shop feeder cable such that it fed from the new kiosk next to mini-sub. Replace existing cable with new 35m, 16mm<sup>2</sup> SWA PVC 4core LV cable.
- 9) The Shell garage across the road is being fed from existing ground mounted kiosk, join the 70mm<sup>2</sup> 4core cable so that the supply point of shell garage be the new kiosk next to the mini-sub and Ensure metering device is being connected.

### MTUP04 Power Save

- 1) Replace the existing 200kVA 11/0.415kV transformer with reclaimed 500kVA 11/0.415kV transformer from Caltex Garage in Nqanqarhu on new the structure (D-DT 1862).
- 2) The 200kVA transformer must be delivered to Municipal offices in Nqanqarhu.
- 3) Install new cut-outs complete with 20A fuses
- 4) Dismantle existing ground mounted distribution kiosk and deliver to the municipal offices in Nqanqarhu
- 5) Install 1 x new and ground Mounted distribution kiosk below the transformer and transfer all the LV compartment from the old kiosk to the new kiosk. Make sure that meters are correctly installed in each LV feeder.
- 6) Install MV and LV earthing at the transformers as per Eskom standards.
- 7) Make sure there is a 6m gap between the kiosk and the MV earthing.
- 8) Ensure that the structure is according to Eskom standard (D-DT1862)

### Truck stop

The works are the provision of materials, labour and equipment to install, test and commission and hand over to the municipality in good serviceable condition electrical infrastructure associated with upgrade at Truck Stop in Ugie. The works include replacing existing ground mounted transformer with new Mini-Sub positioned outside the premises of ERF 2550 on plinth casted on site. The works also includes, excavation, trenching for power cables, tar road crossing and the reinstating. The works will further include laying of power cables, installation of ground mounted kiosk and connecting MV (indoor and outdoor Terminations).

- 1) Perform trench excavation by hand or machinery onsite for new MV and LV underground cables
- 2) Supply and install 20m of 70 mm<sup>2</sup> XLPE MV cable to supply new Mini-substation.
- 3) Supply and install new cast on site foundation for new the 1000 kVA Mini-substation.
- 4) Install new Mini-substation complete with MV.
- 5) Dismantle 35m of existing MV underground cable.
- 6) Test and commission new infrastructure.
- 7) Update as-built drawings and handover.

### Pote Mini-Substation

- 1) Dismantle and decommission the existing faulty mini-sub accordingly
- 2) Perform trench excavation by hand or machinery onsite for new MV and LV underground cables
- 3) Supply and install new cast on site foundation for new the 500kVA Mini-substation.



- 4) Install new 500kVA Mini-substation comprising of SF6 switchgear complete with MV.
- 5) Test and commission new infrastructure.
- 6) Update as-built drawings and handover

**Please note: More projects will progressively over the three year term**

**Additional Works for Financial year 2021/2022 and 2022/2023**

The BOQ that stipulates works and material required for the projects that arise on the above mentioned financial years will be given to the appointed contractor and shall be priced as per awarded rates escalation.

**Bill of Quantities include the following:**

1. Caltex Mini-Nqanqarhu
2. Spar transformer-Nqanqarhu
3. Electrical Network Upgrading at Truck Stop
4. Pote Mini-sub Maintenance-Nqanqarhu