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**ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

PROJECT NAME	Contract Number	CIDB Grading	Technical Enquires contacts
Supply, Installation and Commission of Smart and Bulk Meters within Elundini Local Municipality	ELM-3/031/2021-2022	Valid Grade 7 EP and above	Mr M. Zwakala Tel. 045 932 8220 E-mail: mzolisiz@elundini.gov.za

The Elundini Local Municipality is requesting for proposals on the following services:

1. Supply, Installation and Commission of Smart and Bulk Meters within Elundini Local Municipality for the period of one (1) year.

Contracts of the above mentioned projects will be based on the NEC 3 Engineering and Construction Contract (Short Term Contract with Bill of Quantities)

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows on these bid:

$$LC = (1-x/y) \times 100$$

Where

X is the imported content in Rand

Y is the bid price in Rand excluding value added tax (VAT)

Bidders may apply for exemption through process elucidated in page 55 of the tender documents.

The designated local production with minimum local content thresholds of industries, sectors and sub-sectors will be detailed in the Tender Data at will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality.

The 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. The tender documents will be available from **Tuesday, 19 April 2022.**

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

Stage 1 of Evaluation: Local Production Content (MBD 6.2 and Annexure C to be completed)

Stage 2 of Evaluation: Eligibility Criteria will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document

Stage 3 of Evaluation – Quality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Maximum number of points
Section 1. Metering Equipment	30
Section 2. Data and Revenue Management	40

Section 3. Operation and Maintenance	20
Section 4. Financial Capacity and proof of project sustainability	30
Maximum possible score for quality (Ms)	120

The minimum number of evaluation points for quality will be 70 points

The Tender Data, Detailed breakdown Quality Criteria, Detailed Scheduled with minimum threshold for Local Content, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

Completed bid documents and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Friday, 20 May 2021** for this bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued.


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ACTING MUNICIPAL MANAGER

T1.2 Tender Data

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

SANS 10845-3 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.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. These standards should be read in conjunction with the National Treasury's Standard for Infrastructure Procurement and Delivery Management (SIPDM).

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>THE TENDER</p> <p>Part T1: Tendering procedures</p> <p>T1.1 – Tender notice and invitation to tender</p> <p>T1.2 – Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 – List of returnable documents</p> <p>T2.2 – Returnable schedules</p> <p>THE CONTRACT</p> <p>Part C1: Agreements and Contract data</p> <p>C1.1 – Form of offer and acceptance</p> <p>C1.2 – Contract data</p> <p> Part 1 – Data by the <i>Employer</i></p> <p> Part 2 – Data by the <i>Contractor</i></p> <p>Part C2: Pricing data</p> <p>C2.1 – Pricing assumptions</p> <p>C2.2 – Pricing schedule</p> <p>Part C3: Scope of work</p> <p>C3.1 – Scope of work</p> <p>Part C4: Site information</p> <p>C4.1 – Site Information</p>

3.4	<p>The employer's representative for Technical Queries: Name: Mr Mzolisi Zwakala Elundini Local Municipality 1 Seller Street, Nqanqarhu, 5480 Tel No. 045 932 8220 Fax No. 045 932 1094 E-mail: mzolisiz@elundini.gov.za</p> <p>The employer's representative for SCM Processes: Name: Ms Hlubikazi Mdusulwana Elundini Local Municipality 1 Seller Street, Nqanqarhu, 5480 Tel No.: 045 932 8125 Fax No. 045 932 1094 E-mail: hlubikazi@elundini.gov.za</p>
3.4	The language for communications is English
F.3.8	<p>Test for responsiveness This serves as part of the returnable document: Each tender offer must be submitted as an original and CD or Memory- Stick of the whole tender submission converted into PDF format. Failure to adhere to the this condition shall deem a bidder non-responsive</p>
F.3.8.1	<p>Determine, after opening and before detailed evaluation, whether each tender offer properly received:</p> <ol style="list-style-type: none"> complies with the requirements of these Conditions of Tender, has been properly and fully completed and signed, and is responsive to the other requirements of the tender documents.
F.3.8.2	<p>A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ol style="list-style-type: none"> detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p>
4.	Tenderer's Obligations

4.1	<p>Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated:</p> <ol style="list-style-type: none"> The tenderer: <ol style="list-style-type: none"> Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of the partners; JV Eligibility requirements: 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) <ul style="list-style-type: none"> Submit Joint Venture agreement in the case of joint venture. Fully completed Compulsory Returnable Documents for JV The tenderer is registered with and active on the Construction Industry Development Board (CIDB) for Grading 7EP and above The Tenderer can provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract. Proof of good standing with the Compensation for Occupational Injuries and Diseases (COID) The tenderer must submit a valid certificate of compliance in respect of NRS049 of the smart meters. The tenderer must submit Audited or reviewed Annual Financial statements for the past three years. The latest annual financial statements must not be older than twelve months (12) from the date of submission of the bid. A calculation of the public interest score prepared by your accountant/auditor must be attached and must be indicate whether the financial statements must be reviewed or audited. The tenderer must submit Declaration Certificate on "going concern" status of the entity by an independent auditor or registered accountant . The tenderer must provide three (3) contactable client references for the Disconnection or Installation and Commissioning of Smart Metering projects undertaken in the last five years and which has been satisfactorily completed of accumulative value of R30 000 000. Directors or company is not in the Treasury's database of restricted suppliers Tax matters are in Order.
4.2	<p>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.</p>
4.3	<p>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.</p>
4.4	<p>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.</p>
4.5	<p>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.</p>
4.6	<p>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.</p>

4.7	<p>There will be no compulsory clarification meeting. Tenderers must complete the sales register with the following:</p> <ul style="list-style-type: none"> • Company Name • Contact Person • Address, Telephone, Fax, Cell, numbers and E-mail address <p>Tenderers who will be sending proof of payment must also send all of the above company details. Addenda will be issued to and correspondences exchanged with only from those tendering entities appearing on the sales register.</p>
4.8	Request clarification of the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data
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	<p>Alterations to the documents</p> <p>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.</p>
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	<p>Sign the original and all copies of the tender offer where required in terms of the tender data.</p> <p>NOTE The employer holds all authorized signatories liable on behalf of the tenderer.</p>
4.13.4	<p>The tenderer is required to submit with his tender the following certificates:</p> <ol style="list-style-type: none"> 1) a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services. 2) proof of good standing with the Compensation for Occupational Injuries and Diseases (COID) 3) a copy of valid Construction Industry Development Board (CIDB) for Grading 7 EP and above

4.13.5 4.15	<p>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:</p> <p>Location of tender box: Elundini Municipality Cashier's reception area Finance Department</p> <p>Physical address: 1 Seller Street Maclear 5480</p> <p>Identification details: Tender no, Title of Tender and the closing date and time for tenders Closing Date: Friday, 20 May 2022 Closing Time: 12H00</p> <p>The tender box is only open on weekdays between 08:00 and 16:00</p>
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 12 weeks.
4.17	<p>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.</p> <p>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.</p>
4.19	The employer shall grant during working hours to premises for inspections, tests and analysis, as provided for in the tender data.
5	Employer's Undertaking
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	Do 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"> a) complies with the requirements of the standard conditions of tender in this part of SANS 10845-3:2015 b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. <p>A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would</p> <ul style="list-style-type: none"> d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified. <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 will be in stages.

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. Each tender offer must be submitted as an original and a CD or Memory-Stick of the whole tender submission converted into PDF format. Failure to adhere to this condition shall deem bidder non-responsive.
3. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
4. A copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.
5. Proof of good standing with the Compensation for Occupational Injuries and Diseases (COID)
6. A copy of valid Construction Industry Development Board (CIDB) for **Grading 7EP** and above.
7. JV Eligibility requirements:
 - 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)
 - Submit Joint Venture agreement in the case of joint venture.
8. Form of offer and Acceptance (fully completed and signed)
9. Invitation to bid must be completed and signed.
10. Declaration of Interest (fully completed and signed)
11. Preference Points Claim form in terms of the Preferential Procurement Regulations (fully completed and signed)
12. Declaration of Bidder's past Supply Chain Management Practices. (Completed and signed)
13. Certificate of Independent Bid Determination. (Completed and signed)
14. Compulsory Enterprise Questionnaire (Completed and signed)
15. Proof of Authority of Signatory
16. Declaration of Employees of the State or other State Institutions.
17. Proof of attendance of clarification meeting, an attendance register will be circulated for record purposes.
18. 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).
19. 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.
20. 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.
21. By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy, MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.

STAGE THREE: 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:

EVALUATION CRITERIA

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

- Subtotal Section 1: Metering Equipment – 30 points
- Subtotal Section 2: Data and Revenue Management - 40 points
- Subtotal Section 3: Operation and Maintenance– 20 points
- Subtotal Section 4: Financial Capacity – 30 Points

A minimum number of evaluation points for quality is 70.

STAGE THREE: EVALUATION POINTS ON PRICE AND B-BBEE REGULATIONS

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 B-BBEE/ PPPFA Regulations

Criteria	Points
Points on Price	80
B-BBEE	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R 50 million:

The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration

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

5.11.5 The procedure for the evaluation of responsive tenders is Method 4

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.

5.11.9

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

Evaluation Criteria	Points for Subsection	Points
Municipality Requirement	Bid Content	
Section 1. Metering Equipment		
	Subtotal Section 1	150
	Out of 150 (divide by 5)	30
Section 2. Data Revenue Management Training Development		
	Subtotal Section 2	200
	Out of 200 (divide by 6)	40
Section 3. Operation and Maintenance		
	Subtotal Section 3	40
	Out of 40 (divide by 2)	20
Section 4. Financial Capacity and proof of project sustainability		
	Subtotal Section 4	60
	Out of 60 (divide by 2)	30
Subtotal Section 1		30
Subtotal Section 2		40
Subtotal Section 3		20
Subtotal Section 4		30
Total of all Sections		120

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

- Subtotal Section 1: Metering Equipment
- Subtotal Section 2: Data and Revenue Management Training and Development
- Subtotal Section 3: Operation and Maintenance
- Subtotal Section 4: Financial Capacity

The minimum number of evaluation points for quality is 70

5.13

Tender offers will only be accepted if:

- a) Submits a valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing;
- b) The tenderer is registered with and active on the Construction Industry Development Board (CIDB) for Grading 7 EP and above
- c) Submits a proof of good standing with the Compensation for Occupational Injuries and Diseases (COID)
- d) The tenderer must submit a valid certificate of compliance in respect of NRS049 of the smart meters.
- e) The tenderer must submit Audited or reviewed Annual Financial statements for the past three years. The latest annual financial statements must not be older than twelve months (12) from the date of submission of the bid. A calculation of the public interest score prepared by your accountant/auditor must be attached and must indicate whether the financial statements must be reviewed or audited.
- f) Bidders must be a legal entity or partnership or consortia or joint ventures with a signed agreement in place.
- g) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity
- h) 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
- i) 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;
- j) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- k) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process
- l) The tenderer has completed the declaration certificate for local production and content for designated sectors and Annexure C
- m) 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 SAPS stating that the tenderer is not liable for municipal rates must be supplied.
- n) 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.
- o) 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.
- p) 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.
- q) The Municipality reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur:
 - If it is not assisting in the advancement of designated group.
 - The bidder has been awarded a considerable number of projects by the Municipality.
 - Has performed unsatisfactorily in the past.
- r) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy, MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.

5.17

The number of paper copies of the signed contract to be provided by the employer is one.

Industrial Procurement

The revised Preferential Procurement Policy Framework Act (PPPFA) regulations which came into effect on the 7 December 2011 empower the Department of Trade and Industry (the dti) to designate industries, sectors and sub-sectors for local production at a specified level of local content.

Select from the following industries, sectors and sub-sectors have so far been designated for local production with minimum local content thresholds for Steel Products and Components for construction that will applicable to this project.

Industry/sector/sub-sector	Minimum threshold for local content
Residential Electricity Meter	
<ul style="list-style-type: none">• Prepaid Electricity Meters• Post Paid Electricity Meters• SMART Meters	<ul style="list-style-type: none">• 70 %• 70 %• 50 %

Local Production and Content

Kindly note the correct **procedure to be followed by bidders when requesting exemption letters** is as follows:

If there is a particular designated product and the minimum threshold for local content cannot be met for various reasons, bidders must apply for an exemption. After checking with the industry, **the dti** will decide whether to grant an exemption or not.

Bidders are expected to write their request(s) on a company letterhead indicating the following information:

- Procuring entity/government department/state owned company,
- Tender/bid number,
- Closing date,
- Item(s) for which the exemption is being requested for,
 - Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met
 - Reason(s) for the request.
- Where feasible, supporting letters from local manufacturers/suppliers (if the bidder is not importing directly).

Please note the following:

- The exemption request is tender specific.
- The exemption request will not be considered after the tender closing date has lapsed.

Direct the request to:

Dr. Tebogo Makube

Chief Director: Industrial Procurement

Industrial Development Division

Tel: (012) 394 3927, Fax: (012) 394 4927

TECHNICAL OUTPUT SPECIFICATIONS

The requirements of the Tender is as follows:

RESIDENTIAL COMPONENT:	BUSINESS / LPU COMPONENT: (Single and Three Phase)
Provide up to 7500 single phase (up to 80A), SSL (secure socket layer) prepaid electricity meters for selected customers.	Provide up to 150 single phase (up to 80A), SSL (secure socket layer) prepaid and conventional electricity meters for selected customers.
Physically replace all residential customers in the municipality, currently conventionally metered, with the electricity Prepaid Meters.	Physically replace meters less than 100A for all Business and Large Power User (LPU) customers in Municipality with Smart Meters. In respect of Smart Meters, the default option of payment is post paid, unless a customer chooses the smart prepaid option.
Ensure the newly installed Prepaid Meters integrate with an available vending platform.	Integrate the Smart Meter prepaid platform with an available vending platform.
Collect the required data from residential customers where you will have Prepaid Meters installed and ensure the data including the precise GPS coordinates thereof and a picture of the installed meter is provided to the Municipality and uploadable to the current prepaid vending system.	Collect the required data from Business customers where you will install meters including the precise GPS coordinates thereof, and picture of the installed meter and provide the Municipality together with an uploadable data to be loaded to the available vending system.
Provide Smart Meter training to the Municipality, including the provision of a comprehensive operations and maintenance manual for the Smart Metering solution. Provide ad hoc meter support and training during the OEM warranty period.	

TECHNICAL PERFORMANCE CRITERIA

The following sets out the technical specification which the Service Provider will be required to fulfil:

Requirement	Bid Content
1. TECHNICAL	
Section 1. Metering Infrastructure	
a. Technical specification of the Smart Prepaid Meter for residential and the Smart Meters for the Business Customers in accordance with NRS049.	Detailed Technical Spec to be provided for both components.
b. At least 3 Metering / Vending Project installations references.	Verifiable and contactable references to be provided, where a bidder had successfully completed projects of similar nature of accumulative value of R30 000 000 (3 Signed reference letters and above stating that the job was completed successfully from the client)
c. Technical methodology and implementation plan for the installation of all meters	Detailed description to be provided
d. Large Power infrastructure. Users (LPUs) integrate to the available vending system.	Bidder to present methodology and plan.
e. Original Equipment Manufacturer (OEM) and installation warranties (Minimum of three year warranty).	Details and confirmation from OEMs to be provided

Section 2. Data Management	
a. Provide technical methodology and implementation plan for the collection of data for up to 7500 customers. (Inclusive of up to 150 business).	Detailed plan to be submitted
b. The data for the residential and LPU's must be uploaded onto the municipalities system linked to an available vending system.	Means by which this is to be achieved to be submitted (Integration methodology with any vending system)
Section 3. Data and Revenue Management Training and Development	
a. Bidders must propose a complete Revenue Management system for the management of all meters. Bidders must describe in detail all aspects of the system, with particular emphasis on:	Bidders must describe in detail all aspects of the system and the required components
i. data management and reporting capability (daily, weekly & monthly). Reporting must meet the audit requirements of the Municipality;	
ii. how billing and readings will be undertaken;	
iii. Meter tampering management;	
iv. the ability to exercise Load control 24/365	
v. confirmation of data management and that availability of reports and information to consumers	
vi. what approach is adopted with regard to Network management	
vii. what measures are proposed with respect to disaster recovery & backup	
Section 4. Operation and Maintenance	
Bidders must propose a comprehensive Operations and Maintenance Manual with respect to the operations and maintenance component of the EM Solution, with particular emphasis on	Operating Procedures to be provided and explained
a. a comprehensive staffing plan and budget for a period of 24 months	
b. replacement of faulty meters within 24 hours of detection/reporting of a fault;	
c. how new customers will be loaded onto the system;	

STAGE 4 : FUNCTIONALITY

The minimum number of evaluation points for quality will be 70 points: Failure to meet 70 points out of 120 points shall deem a bidder disqualified.

Section 1. Metering Equipment		
EVALUATION CRITERIA		Points
Municipality Requirement	Bid Content	
a. Technical specification of the Smart Prepaid Meter for residential and the Smart Meters for the Business Customers in accordance with NRS049 compliant Prepaid for residential and the Smart Meters (in accordance with NRS049) for the Business /LPU Customers.	Detailed Technical Spec to be provided for both components. • Compliance certificate from the manufacturer = 20 points • No Compliance certificate = 0 points	20
b. Company experiences with at least 3 Metering Project installations references.	Verifiable and contactable references to be provided, where a bidder had successfully completed projects of similar nature of accumulative value of R30 000 000 (3 Signed reference letters and above stating that the job was completed successfully from the client) 3 and above = 20 Points 3 only = 12 Points 2 or less = 4 Points	20
C. Experience of key persons (Site Supervisor) = 45 Points The experience of the key person who will be responsible for leading the team, supervising physical and technical construction works, quality and supervision of resources on the Site. The very same person will also be responsible for management of smart meter data and will be evaluated in relation to the scope of the contract. Person must have ORHVS/ ORLVS, MV/LV Overhead lines certificate and experience in supervising, team leading, organising and supervision of resources working on field data collection, electrical network construction and/or maintenance projects undertaken in the last five years (one project must be in the last two 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 this project A CV of the key person of not more than 3 pages needs to be attached to this schedule 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 - date and place of birth - place (s) of education and dates associated therewith - professional awards		

	General experience and qualifications in relation to the service	Adequacy for the contract
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 10)	Key person has limited levels of general experience	Key person has limited (1 project) experience, training (MV/LV Overhead lines certificate , ORHVS / ORLVS), required level of project experience that is pertinent to the scope of work with contactable references to confirm the claimed experience.
Satisfactory (score 20)	Key person has satisfactory level of general experience	Key person has satisfactory (2 projects) experience, training (MV/LV Overhead lines certificate , ORHVS / ORLVS), required level of project experience that is pertinent to the scope of work with contactable references to confirm claimed experience
Good (score 30)	Key person has good level of general experience	Key person has good (3 projects) experience, training (MV/LV Overhead lines certificate , ORHVS / ORLVS), required level of project experience that is pertinent to the scope of work with contactable references to confirm the claimed experience plus Supervisory or Trade Test Certificate
Very good (score 45)	Key person has very good level of general experience	Key person has very good (Above 3 projects) experience , training (MV/LV Overhead lines certificate , ORHVS / ORLVS), required level of project experience that is pertinent to the scope of work with contactable references to confirm the claimed experience plus Supervisory or Trade Test Certificate

2 **Qualifications (Supervisory or Trade Test certificate or equivalent or higher/relevant to scope of works be attached).**

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 two (2) years)

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

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

C. Capacity of Company and Experience of Project Team - Electrician

20 = Points

The experience and number of Electrician who will be responsible for installation of smart meter solution and removal of old meters on site and the capacity of the company to carry out the assignment will be evaluated in relation to the scope of work from two different points of view.

Person must have experience in energy meter installations, commissioning and collection of metering information, performing disconnections, wiring and electrical installations of meters 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.

A CV of the Artisan of not more than 5 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:

Capacity of company to execute the work will be evaluated in terms of available number of vehicles assigned to the project or hired for performing this work.

Key Person (1) Name

Signature:

Key Person (2) Name

Signature:

Key Person (3) Name

Signature:

Key Person (4) Name

Signature:

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 (relevant Education or Training and Trade Test 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 work (in the past five (5) years)

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

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

	General experience and qualifications in relation to the service	Adequacy for the contract
Score 0	Tenderer has submitted insufficient information to score the schedule	
Poor (score 5)	Key person has limited levels of general experience	Project team has only one (1) Artisan with required level of project specific education, training and at least 4 years of relevant work experience pertinent to the scope of work
Satisfactory (score 10)	Key person has satisfactory level of general experience	Project team has two (2) Electrician with required level of project specific education, training and at least 4 years of relevant work experience pertinent to the scope of work.
Good (score 15)	Key person has good level of general experience	Project team has three (3) Electrician with required level of project specific education, training and at least 4 years of relevant experience pertinent to the scope of work with at least one having a trade test certificate .
Very good (score 20)	Key person has very good level of general experience	Key person has Above (4) Electrician or more with required level of project specific education, training at at least 4 years of relevant experience that is pertinent to the scope of work with contactable references to confirm the claimed experience and at least one with Trade Test Certificate
C. Technical methodology and implementation plan for the supply profile and installation of all meters, inclusive of key staff. Points for subsection C = 65 Points		

d. Installation of meters and integration with the available vending infrastructure.	<p>Bidder to present methodology and project plan.</p> <ul style="list-style-type: none"> More than 1000 Meters in 4 Weeks = 20 Points 1000 Meters in 4 Weeks = 7 Points Below 1000 Meters in 4 Weeks = 3 Points 	20
e. Original Equipment Manufacturer (OEM) and installation warranties.(Minimum three year warranty)	<p>Details and confirmation from OEMs to be provided</p> <ul style="list-style-type: none"> More than three-year warranty at no additional costs = 25 Points Three-year warranty at no additional costs = 12 Points Less than three-year warranty at no additional costs = 4 Points No warranty = 0 Points 	25
Subtotal Section 1		150
Out of 5 (divide by 5)		30

Section 2. Data and Revenue Management Training and Development

Municipality Requirement	Bid Content	Points
Bidders must propose a complete Revenue Management system for the management of all meters. Bidders must describe in detail all aspects of the system, with particular emphasis on:	Bidders must describe in detail all aspects of the system and the required components	
a. Data management and reporting capability(daily, weekly & monthly). Reporting must meet the audit requirements of the Municipality;	<ul style="list-style-type: none"> System has audit trail reports= 40 Points (List reports available) <ul style="list-style-type: none"> System has no audit trail reports= 0 Points 	40
b. How billing and readings will be undertaken;	<ul style="list-style-type: none"> System can extract desktop report for consumption over a stated period for import in billing system = 40 Points 	40

	(Presentation required) <ul style="list-style-type: none"> System cannot extract desktop report for consumption over a stated period for import in billing system = 0 Points 	
c. Meter tampering management (Report)	System has tempering reports/alert= 40 Points System has no tempering reports/alert= 0 Points	40
d. The ability to exercise Load control 24/365	<ul style="list-style-type: none"> The system can provide load imbalance report per meter (imbalance in the phases) = 20 Points The system cannot provide load imbalance report per meter (imbalance in the phases) = 0 Points 	30
e. What approach is adopted with regard to Network management	<ul style="list-style-type: none"> System can raise peak/off peak/standard usage = 30 points System cannot raise peak/off peak/standard usage= 0 points 	30
f. What measures are proposed with respect to disaster recovery & backup	<ul style="list-style-type: none"> Each meter to have built in memory capability = 20 points Each meter not having built in memory capability = 0 points 	20
Subtotal Section 3		200
Out of 200 (divide by 6)		40
Section 3. Operation and Maintenance		
Munic Requirement	Bid Content	
Bidders must propose a comprehensive Operations and Maintenance Manual with respect to the operations and maintenance component of the OEM Solution, with particular emphasis on	Operating Procedures to be provided and explained	
a. replacement of faulty meters within 24 hours of detection/reporting of a fault;	<ul style="list-style-type: none"> Meters to be replaced within 24 hours of detecting /reporting a fault = 20 points No procedure specifying 24 hour lead times= 0 points 	20
b. skills transfer	<ul style="list-style-type: none"> Training and issuing of certificates to municipal personnel = 10 points Trainer to provide certified SETA Accredited certificate on relevant field = 5 points Issuing of training manual to each attendee (electronic or hardcopy) = 5 Points Provide reference to the submitted bid document/methodology	20
Subtotal Section 3		40
Out of 40 (divide by 2)		20
4. Financial Capacity and proof of project sustainability		
a	<ul style="list-style-type: none"> Submission of Audited or reviewed Annual Financial statements for the past three years with a public interest score calculation = 40 points Submission of Audited or reviewed Annual Financial statements for the past two years with a public interest score calculation = 10 points Submission of Audited or reviewed Annual Financial statements for one year with a public interest score calculation = 0 points 	40

	<ul style="list-style-type: none"> • Submission of Audited or reviewed Annual Financial statements with no public interest score calculation = 0 points • non-submission of Audited or reviewed Annual Financial statements for the past three years with a public interest score calculation = 0 	
b) A bidder must submit a Declaration Certificate on "going concern" status of the entity by an independent auditor or registered accountant	<ul style="list-style-type: none"> • Declaration Certificate on "going concern" status of the entity by an independent auditor or registered accountant = 20 Points • No declaration Certificate on "going concern" status of the entity by an independent auditor or registered accountant = 0 Points 	20
Subtotal Section 4		60
Out of 60 (divide by 2)		30

C3: Scope of work: Supply, Installation and Commission of Smart and Bulk Meters within Elundini Local Municipality
ELM-3/031/2021-2022

C3.1 Works Information

1. Background

The objectives of the Smart Metering (SM) Solution for the municipality are to:

Reduce non-technical financial losses incurred by the municipality in the provision of electricity services to its customers through the implementation of the SM solution and optimising revenue collection, amongst others. This envisages that:

- a) valid, accurate and complete smart metering, billing and revenue management information will be provided for the municipality for its business customers;
- b) all the services and resources consumed by customers will be measured correctly and billed to the correct customers, accurately;
- c) the municipality will be afforded better control over how customers use electricity, based on the customers' payment profiles and history;
- d) residential post paid conventional metering will be phased out and replaced with domestic prepaid metering.
- e) Investing, upgrading, maintaining and operating the electrical infrastructure of the municipality
- f) Planning design contract administration, supervision and physical implementation of the project
- g) achieve a positive impact on the current operating financial losses. This means increasing revenue collection in respect of electricity consumed, above the current levels of collections before the deployment of the SM Solution; and
- h) improve Customer Relationship Management (CRM)- through valid, accurate and complete metering, billing and revenue management information. The envisaged effect of this would be that less account queries would be received from customers and there would be an increase in customer payments;
- i) reduce meter-tampering and theft of electricity from the municipality;
- j) implement a program of preventative maintenance and loss-reduction in the areas where the SM Solution is deployed;
- k) enable the performance of electricity balance enquiries by customers and the detection of loss; and
- l) give the municipality the ability to implement load balancing and control by switching appliances on or off in businesses or reducing the amount of power available to businesses throughout the system, remotely to manage the load.