

**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 is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
RE-ADVERTISEMENTS			
Supply and Delivery of Rear end Loader / Skip Bins	ELM-5/004/2023-2024	Tuesday, 26 September 2023	Ms N. Tshabeni Tel. 045 932 8103 E-mail: noluvot@elundini.gov.za
Supply and Delivery of Diesel to Nqanqarhu	ELM-3/012/2023-2024	Friday, 06 October 2023	Ms Y. Mbityana Tel. 045 932 8216 E-mail: yanelisam@elundini.gov.za
Pool of service providers to assist municipal mechanic with the maintenance and repairs of municipal plant	ELM-3/013/2023-2024	Friday, 06 October 2023	Ms Y. Mbit yana Tel. 045 932 8216 E-mail: yanelisam@elundini.gov.za

1. To supply and delivery of 12 x (5.5) 6m green rear end loader (REL)/Skip Bins and will be delivered to Nqanqarhu
2. A panel of three (3) service providers to supply and delivery of Diesel to Nqanqarhu for a period of three (3) years
- 3 The municipality requires services from one or more service providers to assist municipality in mechanic with the maintenance and repairs of municipal plant for the period of three years in each of the following categories:
  - Supply of serviced kits for the plant; Implementation of the servicing and/ or repairs of the plant.
  - Supply parts/ components for the plant which the municipality will purchase from the original equipment manufacturers as well as a service provider that may be implemented to repair the plant except for those components which are used by multiple equipment manufacturers such as the wearing parts on earth moving equipment (bucket tips/ cutting edges).
  - The provision of services by a boilermaker; The provision of a services for maintenance and repairs of hydraulic components; The provision of services for the maintenance and repairs of air conditioning units in plant; The provision of services for the repairs of electrical faults on plant.

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

#### Stage 1 of Evaluation - Functionality

ELM-5/004/2023-2024		ELM-3/012/2023-2024		ELM-3/012/2023-2024	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Experience of the bidder	50	Company Experience	30	Business Establishment	20
Delivery Period	10	Team Experience	30	Company Experience	25
		Accreditation	30	Distance	30
		Methodology	10	Workshop	25
<b>Total Points</b>	<b>50</b>	<b>Total Points</b>	<b>100</b>	<b>Total Points</b>	<b>100</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.gov.za](http://www.elundini.gov.za) and will be also attached in the tender document.

**Specific Goals for this bid are as follows:**

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:  
 Call: 0800 117844 | SMS 32840 | Email: [elundini@tip-offs.com](mailto:elundini@tip-offs.com) | Freepost: KZN138 Umhlanga Rocks 4320  
 All correspondence must be sent to the above contact details.



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

<b>The Specific Goals allocated points: ELM-5/004/2022-2023</b>	<b>The Specific Goals allocated points: ELM-3/012/2022-2023</b>	<b>The Specific Goals allocated points: ELM-3/013/2022-2023</b>	<b>Proof to claim points for specific goal</b>
EME or QSE which is at least 51% owned by Youth-Enterprise 18-35 (ELM) = 5 Points	EME or QSE which is at least 51% owned by Youth-Enterprise 18-35 (ELM) = 5 Points	EME or QSE which is at least 51% owned by Youth-Enterprise 18-35 (ELM) = 5 Points	Company Registration Document and Certified ID Copy, CSD Report
EME or QSE which is at least 51% owned by Women-Equity ownership = 5 Points	EME or QSE which is at least 51% owned by Women-Equity ownership = 3 Points	EME or QSE which is at least 51% owned by Women-Equity ownership = 5 Points	Company Registration Document and Certified ID Copy, CSD Report
EME or QSE which is at least 51% owned by Disability-Equity ownership = 2 Points	N / A	N / A	Medical Report
Local Business (ELM) = 3 Points			Proof of business operation within the Elundini municipal Jurisdiction along with CSD Report
EME or QSE which is at least 51% Enterprise owned by Black people = 5 Points	EME or QSE which is at least 51% Enterprise owned by Black people = 12 Points	EME or QSE which is at least 51% Enterprise owned by Black people = 5 Points	Company Registration Document and Certified BBEE Certificate or Original Sworn Affidavit and CSD Report
Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	

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. ELM Cashier's office is situated at Elundini Traffic Department, ERF 3503 Station Street, Nqanqarhu, 5480. The tender documents will be available from **Monday, 04 September 2023**.

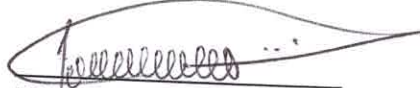
NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) upon receiving proof payment, Elundini Municipality will email the tender document to the service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

The Tender Data, Detailed breakdown test for responsiveness conditions, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. [www.elundini.elundini.gov.za](http://www.elundini.elundini.gov.za), National Treasury E-tender portal 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](mailto:hlubikazi@elundini.gov.za)

Tender submission 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 the above mentioned dates for this bids 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.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

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

## BID CONDITIONS AND INFORMATION

1. **Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.**

2. **Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. **Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. **Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. **Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. **Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Friday, 06 October 2023.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .



- d) Bidders are encouraged to make electronic copies of the bid submission in a form of USB/CD as a precautionary backup

#### **7. Opening, Recording and Publications of Bids Received.**

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

#### **8. Tax Clearance Certificate , Tax Matters and VAT**

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

#### **9. Evaluation of Bids**

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

#### **10. Acceptance or Rejection of a Bids**

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

#### **11. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online ([www.csd.gov.za](http://www.csd.gov.za)) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

#### **12. BBBEE Certificate**

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php)) or original or certified completed AFFIDAVIT downloaded from [www.thedti.gov.za/economicempowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economicempowerment/bee_codes.jsp)

#### **13. Tender offers will only be accepted if:-**

- a) the financial offer is market related in terms of Preferential Procurement Policy Framework Act, 2022.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or

- ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

**14. Requirements for the Joint Venture**

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

**15. Site / Information Meetings**

None

**16. Procurement Policy**

- a) Bids will be awarded in accordance with the Preferential Procurement Policy Framework Act, 2022.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: [www.elundini.gov.za](http://www.elundini.gov.za)

**17. Expenses Incurred in Preparation of Bid**

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

**18. Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

**19. Validity Period**

Bids shall remain valid for **90 days** after the bid closure date.

**20. General and Special Conditions of Contract**

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

**21. Municipal Rates, Taxes and Charges**

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

**22. Contact with Municipality after Bid Closure Date**

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**23. Vetting Of The Supplier/Due diligence**

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

**SPECIFICATIONS  
& SCHEDULE OF QUANTITIES**



## Terms of Reference for Supply and Delivery of Diesel to Nqanqarhu

### Project Description

The municipality is looking for panel of three (3) service providers to Supply and Delivery of Diesel to Nqanqarhu for a period of three years. The municipality has its own construction/ maintenance plant which requires the municipality to store diesel for the purpose of issuing diesel to plant on site.

### **2. SCOPE OF WORK**

**Specification for the Tenderer to Supply and Deliver Diesel (50ppm) to the municipality in Nqanqarhu (Maclear) for a period of three years**

1. Potential supplier must be able to deliver diesel to the municipal offices Nqanqarhu (Maclear)
2. The municipality has 4 x 2000lt Diesel tanks which 3 are located in a suitable area to enable a tanker to fill the tanks.
3. Diesel required is premium diesel, 50ppm
4. Prices tendered for the diesel must be based on the Department of Mineral and Energy prices which changes on the first Wednesday of the month at 12H00 am. Every region has a zone price and a zone number which is the landed price for the distributor For example the zone number for, Nqanqarhu (Maclear) is 8A. We are expecting potential suppliers to tender as per the following example:-  
Zone Price (for 50ppm Diesel) = Landed Price + (Transport + Handling + Profit) =  
Total Cost (14 day account)  
Example:-  
Zone 8A (for 50ppm Diesel) = R15.4961 (for 50ppm in August 2021) + 90c/Lt = R16.3961  
Inclusive of VAT
5. Lead time for the delivery must not exceed five working days from order date when delivered to the municipality

**Pricing Schedule** (Where applicable) NB. Please indicate frequently used items.

Item	Description	Estimated Quantity	Price/Rates
1.			
2.			
3.			
4.			

### **Stage 1 of Evaluation: Eligibility Criteria**

Annual Financial Statements

**Bidders with non-compliant with the above Eligibility Criteria will be disqualified and not be considered for further evaluation.**



## FUNCTIONALITY

Evaluation Criteria		Points Allocated
<b>Company Experience</b>		<b>30 Points</b>
The bidder should attach signed <b>reference letters</b> together with <b>appointment letter OR purchase order</b> of the similar project proving experience in supply and delivery of diesel.		
3 reference letters with appointment letters OR purchase orders = 30 Points		
2 reference letters with appointment letters OR purchase orders = 20 Points		
1 reference letter with appointment letter OR purchase order = 10 Points		
0 reference letter with appointment letter OR purchase order = 0 Points		
<b>Team Experience</b>		<b>30 Points</b>
<b>Project Leader</b>		<b>20 Points</b>
A suitable team member with respective Curriculum Vitae competent for the proposed tender.		
<ul style="list-style-type: none"> <li>More than 5 years of experience in the field of hazardous goods = 20 Points</li> <li>3 to 5 years of experience in the field of hazardous goods = 10 Points</li> <li>0 to 2 years' experience in the field of hazardous goods = 5 Points</li> </ul>		
<b>Support Staff (Driver)</b>		<b>10 Points</b>
A competent team member with respective Curriculum Vitae competent for the proposed tender.		
<ul style="list-style-type: none"> <li>More than 5 years of experience in transportation of hazardous goods, EC driving licence and Professional Driving Permit (PrDP) category D (Dangerous goods) = 10 Points</li> <li>3 to 5 years of experience in transportation of hazardous goods, EC driving licence and Professional Driving Permit (PrDP) category D (Dangerous goods) = 10 Points</li> <li>0 to 2 years of experience in transportation of hazardous goods, EC driving licence and Professional Driving Permit (PrDP) category D (Dangerous goods) = 0 Points</li> </ul>		
<b>Accreditation</b>		<b>30 Points</b>
The bidder must submit proof of registration with Department of Mineral and Energy (Certificate)		
<ul style="list-style-type: none"> <li>Proof of registration = 30 points</li> <li>No accreditation = 0 points</li> </ul>		
<b>Methodology</b>		<b>10 Points</b>
Bidder must provide methodology clearly indicating lead times which must be three (3) working days after receipt of purchase order from the Municipality		
<ul style="list-style-type: none"> <li>3 working days = 10 points</li> <li>More than 3 working days = 0 points</li> </ul>		
<b>Total Points</b>		<b>100 Points</b>

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids.

### **Conditions of Appointment**

1. Appointment will be subjected on signing of service level agreement
2. Panel of service providers for a period of three (3) years without a guarantee of quantum of work.
3. Panel will be appointed on a rotation basis and this a performance-based contract, meaning another allocation of order depends on performance

<b>The Specific Goals allocated points: ELM-3/012/2022-2023</b>	<b>Number of points claimed (80/20 system) Allocated points</b>	<b>Proof to claim points for specific goal</b>
EME or QSE which is at least 51% owned by Youth-Enterprise 18-35 (ELM)	Points = 5	Company Registration Document and Certified ID Copy, CSD Report
EME or QSE which is at least 51% owned by Women-Equity ownership	Points = 3	Company Registration Document and Certified ID Copy, CSD Report
EME or QSE which is at least 51% Enterprise owned by Black people	Points = 12	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report
Total Specific Goals = 20 Points		