Guidelines on Specification for Procuring Services

Project Name:	PANEL 10 SERVICE PROVIDERS FOR UNBLOCKING SEWER LINE, CLEANING PUMP STATIONS,SERVICING OF DRY SANITATION TOILETS AND CLEANING STORM WATER LINES FOR PERIOD OF THREE YEARS ON AS AND WHEN REQUIRED

Guideline for Terms of reference

This tender is for the Panel of 10 Service Providers for unblocking sewer line, cleaning pump stations, servicing of dry sanitation toilets and storm water lines cleaning for period of three years (as and when required) within Moqhaka Municipality.

A. Background

Moqhaka municipality is experiencing sewer and storm water blockages on daily basis that pose serious health risk to the community and may cause pollution to the environment.

The municipality also has septic tank and dry sanitation toilets that requires cleaning or servicing from time to time in order to minimize spillage or cause health related sickness to the community.

B. Scope of Work / Terms of Reference

The service provider must:
- *Cleaning of water and sanitation pump stations*
- *Unblocking of sewer line and manholes*
- *Servicing of dry sanitation toilets*
- *Vacuuming of septic tanks for plots, small holdings, businesses and schools*
- *Cleaning of storm water lines*

Tender prices to be fixed for the first twelve (12) months and escalation will be provided for as per the Service Level Agreement (SLA) from the second (2nd) year.

Pricing Schedule (Kroonstad, Stenysrus and Viljoenskroon)

ITEM	PLANT & MACHINERY	QUANTITY	RATE	COSTS
1	HP Combination truck/Super sucker	1	@per Hour	
2	Jetting Machine or honey sucker	1	@per Hour	
3	TLB	1	@per Hour	
5	Mobile pump	1	@per Hour	
NB -all Machinery must quoted on wet rate				
	LABOUR RATE			
1	**Operator Driver**		@per Hour	
2	**Skilled labour** (for unblocking manholes/Reservoir/storm water physically and cleaning dry sanitation toilets)		@per Hour	
	Assistant labour		@per Hour	
	(Overtime Rate)		@per Hour	
			SUB- TOTAL	
			VAT@15%	
			TOTAL	

C. Panel

In this panel, the municipality will appoint a maximum of **10** service providers who scored the highest points scored in terms of the Preferential Procurement Policy.

D. Sourcing of Quotations

Quotations will be requested only from the service providers appointed on the panel on a **rotation basis** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required service within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

F. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.
80/20
A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.   80 – Price   20 – Specific Goals **(Locality = 15, Women Ownership = 5)**

G. Duration of the Contract

State how long the contract will take
3 Years

H. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE ''A''
Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects.		**25**	For the Bidder(s) to be considered, the bidder(s) must provide **written and signed** references on a letterhead from clients.
• 5 or more Projects	5		
• 4 Projects	4		Reference letters of similar projects (Unblocking sewer lines, maintenance of dry sanitation, cleaning pump stations and storm water lines or Similar) with contact details for references that can be contacted by the Municipality to confirm that letter is valid.
• 3 Projects	3		
• 2 Projects	2		
• 1 Project	1		
• No Reference letter	0		
Personnel references with experience on Similar projects for HP or super truck or honey sucker		**20**	Provide the name of your key Operator with list of years of experience on same projects they have completed (on their CVs)
• Operator driver+PDP-4 yrs. or more experience	5		
• Operator driver+PDP-3 yrs. experience	4		
• Operator driver+PDP-2 yrs. experience	3		
• Operator driver- 1 yr. experience	2		
• Operator driver+PDP-6 Months experience	1		
• No Operator driver and no experience	0		
Personnel attached Documents required. Operator Certificate, driver's license ,PDP and Id copy		**15**	Attached Valid Certified copies of Operator Certificate, driver's license with PDP and Id copy of the Personnel as per the CV listed above.
• 4 of 4 Documents	5		
• 3 of 4 Documents	4		
• 2 of 4 Documents	3		
• 2 of 4 Documents	2		
• No relevant documents attached	0		
Plant Machinery/ Fleet required. HP Combination truck or Super sucker, Mobile pump, Jetting machine truck or Honey sucker and TLB		**35**	Attached valid ownership Natis document or Valid signed rental/letter of intent agreement with Natis of company renting from.
• 4 of 4 Plant /Fleet	5		
• 3 of 4 Plant /Fleet	4		
• 2 of 4 Plant /Fleet	3		
• 1 of 4 Plant /Fleet	2		

• No Plant /Fleet	0		
Response Time		**5**	Attached signed binding letter of respond time by the tendering company
• 24hrs or less	5		
• 2 days	4		
• 3 days	3		
• 4 days	2		
• 5 days	1		
• Nothing attached	0		
MAXIMUM POSSIBLE SCORE		**100**	