



TENDER DATA

1.	The Employer is: Dr J S Moroka Local Municipality Private Bag X 4012 Siyabuswa 0472			
2.	Tender Documents			
	<p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Supply Chain Management Policy</p>			
3.	<p>Interpretation</p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p>Communication.</p> <p>The Employer's Representative is.</p> <table border="1"><tr><td><p><u>Accounting Officer.</u> Ms. M M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p></td><td><p><u>Procurement Enquiries.</u> Mr. A. Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p></td><td><p><u>Technical Enquiries.</u> Mr. T Thobejane A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p></td></tr></table>	<p><u>Accounting Officer.</u> Ms. M M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p>	<p><u>Procurement Enquiries.</u> Mr. A. Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p>	<p><u>Technical Enquiries.</u> Mr. T Thobejane A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</p>
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Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the closure of tenders will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	The Employer's right to accept or reject any tender offer. The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Dr J S Moroka Local Municipality.
6	Tenderer Obligations
6.1	The Council retains the right to call for any additional information that it may deem necessary.
6.2	If tendering as a Joint Venture, the Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: <ol style="list-style-type: none">1. Control2. Management3. Operations4. Risk5. Profit and Loss
6.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
6.4	At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
7	Compensation of tendering The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
9	Check documents. The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

Consultant

Witness 1

Witness 2

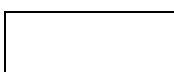
Employer

Witness 1

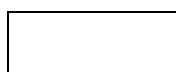
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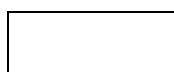
10	<p>Confidentiality and Copyright of Documents.</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
11	<p>Eligibility</p> <p>Responsive tenders are ONLY those tenders with all documents and pages contained herein, that have been signed by the responsible person duly authorised to sign all documents indicated on the returnable document “FORM D Authority of signatory”.</p>
12	<p>There is no briefing session for this project.</p>
13	<p>Submitting tender offer:</p> <p>13.1 No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>13.2 Return all the returnable documents to the employer after completing them.</p> <p>13.3 Tenders must be deposited in the tender box clearly marked PROJECT NO: JSM-ADMIN/EAP SERVICES– 01/24-25 APPOINTMENT OF SERVICE PROVIDER TO PROVIDE AN ALL INCLUSIVE 24/7 HEALTH AND WELLNESS SERVICES TO DR JS MOROKA MUNICIPALITY FOR A PERIOD OF 36 MONTHS.</p> <p>Location of tender Box: Main Entrance - Municipal Head Quarters Building Physical Address: Dr J S Moroka Local Municipality, A2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p> <p>13.4 All tender received by the Dr J S Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>13.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p>
14	<p>Closing Time: 11:00am</p>
14.1	<p>The time and location for opening of the Tender offers are:</p> <p>Closing Time: 11h00am Closing Date: 28th November 2024 Location: Dr J S Moroka Local Municipality A2601/3 Bongimfundo Street SIYABUSWA 0472</p> <p>Tenders will be opened in public at 11h00am.</p>



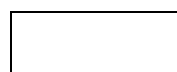
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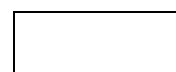
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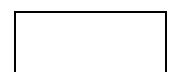
Witness 2



Employer



Witness 1



Witness 2



14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the Dr JS Moroka Local Municipality.
15	Pricing the tender State the rates and prices in Rand and shall make provision for any annual fees increase and/or annual escalation.
16	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document
17	Alternative tender offer. No alternative tender offers will be considered or accepted Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.
18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.
19	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.
20	Tender evaluation points The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20-point system shall be applicable. Preference points for this bid shall be awarded for: (a) Price; and (b) Specific goals

Consultant

Witness 1

Witness 2

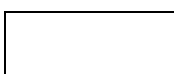
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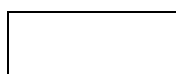
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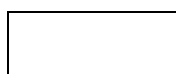
21	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" data-bbox="252 286 1347 479"> <thead> <tr> <th></th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td>80</td> </tr> <tr> <td>Specific goals as listed below</td> <td>20</td> </tr> <tr> <td>Total points for Price and B-BBEE must not exceed</td> <td>100</td> </tr> </tbody> </table> <p>The specific goals based on the IDP for Dr JS Moroka Local Municipality are as per the following</p> <ol style="list-style-type: none"> Empowerment of women. Empowerment of youth. Empowerment of previously disadvantaged through Race. BBBEE status level of contribution. Empowerment of business established in the municipal jurisdiction. <p>For this tender , specific goals shall be awarded as follows :</p> <ol style="list-style-type: none"> Empowerment of previously disadvantaged through Race (5 points). Empowerment of women (5 points). BBBEE status level of contribution (10 points). 		POINTS	Price	80	Specific goals as listed below	20	Total points for Price and B-BBEE must not exceed	100
	POINTS								
Price	80								
Specific goals as listed below	20								
Total points for Price and B-BBEE must not exceed	100								
22	<p>Evaluation of Tenders</p> <p>The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the Dr JS Moroka Local Municipality.</p> <p>22.1 The following steps will be followed in evaluation.</p> <ol style="list-style-type: none"> Determination of whether or not tender offers are complete. Determination of whether or not tender offers are responsive. Determination of the reasonableness of tender offers. Confirmation of the eligibility of preferential points claimed by tenderers. Determination of expertise and experience of tenderers. Awarding of points for financial offer. Ranking of tenderers according to the total points Performance of risk analysis by checking the credit record of the tenderers 								
22.2.1	<p>Technical adjudication and General Criteria</p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ul style="list-style-type: none"> ❖ Compliance with Tender conditions ❖ Technical specifications 								



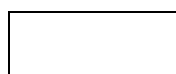
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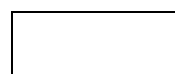
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Witness 2



Employer



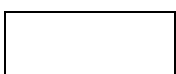
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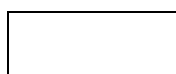
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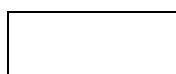
	<p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and shall be an automatic REJECTION OF THE TENDER,</p> <ul style="list-style-type: none"><input type="checkbox"/> Failure to attach a copy of a Valid Tax pin. (Copy of a letter from SARS indicating Tenderer’s SARS reference or login number and pin must be attached to the Tender document).<input type="checkbox"/> CK Document.<input type="checkbox"/> CSD Full Report.<input type="checkbox"/> Pages removed from the Tender document, and have therefore not been submitted.<input type="checkbox"/> Joint Venture agreement where applicable.<input type="checkbox"/> All MBD forms must be fully completed.<input type="checkbox"/> Scratching out without initialling next to the amended rates or information.<input type="checkbox"/> Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.<input type="checkbox"/> The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory.”<input type="checkbox"/> Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.<input type="checkbox"/> Not initialising all pages of the tender document<input type="checkbox"/> Failure to attach required and specified documents.<input type="checkbox"/> The Tender has been submitted after the relevant closing date and time.<input type="checkbox"/> Failure to complete and sign Form C1.1 Form of Offer.<input type="checkbox"/> If any municipal rates and taxes or municipal service charges owed by the company or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than one month (30 days).<input type="checkbox"/> If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer.<input type="checkbox"/> produce proof of insurance (indemnity)<input type="checkbox"/> Three (3) years recent and consecutive annual financial statements<input type="checkbox"/> Proof of foreign qualification certification with SAQA
22.2.2	<p>Staffing profile</p> <p>The procedure for the evaluation of responsive Bids in respect of staffing profile and/or key</p>



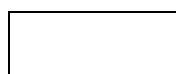
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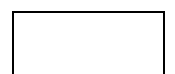
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Employer



Witness 1



Witness 2



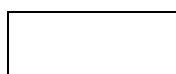
	personnel is detailed and specified on functionality of the document.
22.2.3	Previous experience The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality.
22.2.4	The tenderer shall provide documentation of company experience of each member of the related projects.
22.2.5	Financial ability to execute the contract. Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: <ul style="list-style-type: none">▪ Bidder must be produce proof of insurance
22.2.6	Good standing with SA Revenue Services <ul style="list-style-type: none">▪ Determine whether a valid tax clearance certificate has been submitted.▪ The Tenderer must submit a copy of a Valid Tax Clearance Certificates or a Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin.
22.2.7	If the Tender does not meet the requirements contained in the Dr JS Moroka Local Municipality's Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
22.2.8	Penalties The Dr J S Moroka Local Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: <ul style="list-style-type: none">▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.▪ Impose a financial penalty at the discretion of Council.▪ Restrict the service provider, its shareholders and directors on obtaining any business from the Dr J S Moroka Local Municipality for a period of 5 years.
23	The additional conditions of Tender are: <ol style="list-style-type: none">1. Dr J S Moroka Local Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.2. The Dr J S Moroka Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.



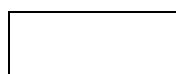
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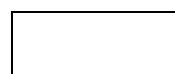
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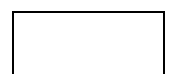
Witness 2



Employer



Witness 1



Witness 2



24	<p>Local Content</p> <p>Procurement regulations in respect of Local Content is applicable for this tender and MBD 6.2 must be filled.</p>
F.3.11.5	<p>Evaluation Method</p> <p>Which entails the balance between financial offer, preferences, and Quality and 80/20 points system, will be adopted.</p>

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation.

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of DR JS Moroka Local Municipality officials will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2022

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- B-BBEE Certificate

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R30 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 60 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation

A Bid Evaluation Committee will review and evaluate the proposals. Short-listed bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2022.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

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Points Breakdown:

No.	Description	DISQUALIFYING FACTORS (YES/NO)	Scoring	Max. Points
1.	The Bidder must demonstrate that they have the capacity to render the required service. The bidder must provide references where a similar service was rendered. This must be provided on the letterhead of the previously serviced client and should reflect at least name of the client, description of the relevant service rendered, year completed, contactable reference name and contact details and whether the quality of work was satisfactory or not. It should be signed by a duly authorized person or their representative.	NO	3 or more reference letters attached = 30 points 2 reference letters attached = 20 points 1 reference letter attached = 10 points No reference letters attached = 0 points	30
2.	Company Profile Bidder must submit the company profile indicating company years of experience in providing employee assistance programme as per the scope above. Bidder must attach copy of company practice number issued by HPCSA	NO	5 and more years of relevant experience = 25 points 3 to 4 years of relevant experience = 15 points 2 years of relevant experience = 10 points Less than 02 year / no company profile provided = 0 points	25
3.	Registration to Professional bodies (Director and Key Personnel)	YES	Company registered with Health Council of South Africa (HPCSA) = 20 points (Elimination Factor) OR	20

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Witness 2



			<p>Company registered with Employee Assistance Professional Association of South Africa (EAPA – SA) = 20 points (Elimination Factor)</p> <p>OR</p> <p>Any relevant professional bodies in similar fraternity = 20 points (Elimination Factor)</p>	
4.	<p>Project Manager Experience Bidders must provide detailed CV of project manager clearly indicating relevant experience in similar projects</p> <p>*Project manager must have relevant health qualification/s and registered as a psychologist and counsellors</p>	YES	<p>5 and more years of relevant experience = 10 points</p> <p>3 to 4 years of relevant experience = 05 points</p> <p>2 years of relevant experience = 02 points</p> <p>Less than 02 year / no cv provided = 0 points</p>	10
6.	<p>Resources</p> <p>(an intent for lease or set-up of physical space for counselling, Clinical and professional support line which is available 24/7 and 365 days per year in all 11 official languages AND registered business number, WhatsApp and email should be provided as an POE).</p> <p>*POE for mode of communications should include the following;</p> <ul style="list-style-type: none"> Registered with telecommunication company for business 	YES	<p>Physical office space for counselling = 05 points</p> <p>Clinical and professional support line which is available 24/7 and 365 days per year = 05 points</p> <p>Modes for obtaining the services e.g registered business number, business WhatsApp and email = 05 points</p>	15

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Witness 2

Employer

Witness 1

Witness 2



	number			
	<ul style="list-style-type: none">• screenshot of an active whatsapp business line			
			Total	100

Bidders who score 60 (average) points and above will be considered in phase 2 of the evaluation.

The 80/20 points system will be used when evaluating.

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