



REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSALS FROM PROFESSIONAL SERVICE PROVIDERS
(Consultant) FOR ELECTRICAL PROJECTS FOR PLANNING, DESIGN,
CONSTRUCTION MONITORING OF ELECTRICAL PROJECTS IN MASILONYANA
LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**

(TENDER): 2023/02/002

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1. STATEMENT OF INVITATION

Masilonyana local Municipality invites proposal from competent consultants to submit a comprehensive document for electrical projects inclusive of planning, design, contract administration, supervision and close out of electrical projects in Masilonyana Local Municipality.

2. MINIMUM REQUIREMENTS

- Certified copy of Company registration certificate (CK), not older than 3 months
- Tax compliance status pin/Valid Tax Clearance
- Certified copy of Identity documents of directors/owners/members/shareholders, not older than 3 months
- Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided
- Central Supplier Database (CSD) Registration Report or MAAA Number
- Valid BBBEE sworn affidavit, original or certified copy of BBBEE certificate.
- Audited annual financial statement for the last three (3) financial years.

3. SCOPE OF WORK

The scope of work comprises of the following:

The Municipality electrical network is old and there is backlog in the provision of electrical supply in different part of Masilonyana local municipality.

It must be understood that the appointed bidder will plan, design, prepare, monitoring of construction to completion and close out reports.

The Scope of work includes the planning, design, construction and monitoring of electrical projects in Masilonyana to completion, prepare as built drawing and close out report.

The service provider will also assist municipality to prepare business plans to source funding for unfunded projects. Upon securing the funds the projects will be implemented.

4. EXPECTED DELIVERABLES / OUTCOMES

- Conduct feasibility study, Prepare Business Plan and submit preliminary design report.
- Submit design report.
- Investigate existing services and liaising with the community
- Conduct geotechnical investigations.
- Carryout the Environmental Impact Assessments where necessary and submit report.
- Give technical guidance on activities that need to be performed.
- Prepare Design documents for the implementation of the projects. The service provider will be responsible for quality checks, site supervision, work measurement and issuing of payments for work done and reporting project expenditure.
- A monthly work progress and expenditure report with a detailed list of employment figures must be submitted to the MASILONYANA Municipality monthly.
- The service Provider is required to provide a list of his/her project team members and their levels of responsibilities/qualifications.
- Draw up works schedules and specifications for work to be carried out.
- Ensure that the Occupational Health and Safety Plan is implemented as submitted
- Upon completion of the project the service provider will be required to submit the detailed close out report, which also entails the GPS coordinated of the completed electrical infrastructure for the purposes of capturing them on the municipal asset register.
- Construction Monitoring.
- Compiling close out report.

5. HEALTH AND SAFETY REQUIREMENTS

All Contractors entering into a Contract with Masilonyana Local Municipality shall, as a minimum, comply with the requirements of:

- The Occupational Health & Safety Act (OHSA) (Act 85 of 1993) and its Regulations. A current, up-to-date copy of the Occupational Health and Safety Act as well as Health and Safety file for the company shall be available on site at all times. The Health and Safety file will become Masilonyana Local Municipality property at the end of the contract.
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996). The principal Contractor will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act as part of the submission (disqualified is not). being awarded the Contract. The letter should be issued by the Department of Labour. A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.

The Contractor shall:

- a. Create and maintain a safe and healthy work environment;
- b. Execute the works in a manner that complies with all the requirements of the OHSA and all its associated Regulations, and in so doing, minimize the risk of incidents occurring;
- c. Respond to the notices issued by MLM's Health and Safety Agent as follows:
 - i. Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - ii. Contravention Notice: rectify contravention as soon as possible;
 - iii. Prohibition Notice: terminate affected activities with immediate effect and only resume activities when it is safe to do so.

6. SPECIAL CONDITIONS

- Prices must be valid for at least ninety (90) days from the closing date.
- Prices quoted must be firm and must, where applicable, be inclusive of VAT.
- Masilonyana Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids that are late will not be considered, whilst the lowest or only tender will not necessarily be accepted.
- Faxed or E-mailed bids will not be considered.
- An original tax clearance certificate issued by SARS must accompany all tenders and a tax pin must be provided.
- Tax status will also be verified against the Central Supplier Database (CSD)
- Bidders must be registered on the National Treasury Centralized Suppliers Database and must submit their registration summary report.
- All supplementary / compulsory forms (MBD Forms) must be completed and signed in full.
- Bidders who wish to claim for preferential points in terms of the Preferential Procurement Regulations, 2022, must submit a certified copy of the proof of B-BBEE status level of contribution as follows:
 - In the case of an Affidavit, both the Commissioner of Oaths stamp for the Affidavit itself (the “commissioning”) AND a “true copy” stamp (which certifies the document as being a true copy of the original) are required i.e. TWO stamps are required.
 - In the case of a B-BBEE Certificate, only a “true copy” stamp and signature (which certifies the document as being an accurate copy) is required i.e. ONE stamp is required.
- It should be noted that the 80/20 points system will be applied, 80 being for price and 20 for the B-BBEE status level as defined in the Preferential Procurement Regulations, 2020.
- A Municipal Billing Clearance Certificate, which covers, both the company and its directors, must accompany all bids.
- Bidders are required to submit:
 - Audited Annual Financial Statements for the past three years; or since establishment, if established during the past three years.
 - Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
 - A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the

Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.

- The award will be made in terms of the Municipality's Supply Chain Management Policy.
- To ensure that tenders are not exposed to invalidation, documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

7. EVALUATION CRITERIA

PRE- QUALIFICATION ASSESSMENT - POINTS SCORING		
Pre-Qualification Category & Description	Points Allocation	Points Claimed
Experience	Total = 20	
<p>NB: Bidders should provide completion letters or reference letters from previous clients (Electrical Projects: Substations, Networks & House connections, Transformers) – 5 points will be allocated per project</p> <p>1 letter = 5 points per project 2 letters = 10 points 3 letters = 15 points 4 letters = 20 points</p>	20	
Expertise (Key Personnel)	Total = 35	
<p>NOTE: Points can only be claimed by submitting CV with certified copies of qualification and professional registration.</p> <p>Electrical Team</p> <ul style="list-style-type: none"> • Electrical Engineer Should have BSC Degrees/B-Tech with 10 years' experience (5 points) • Electrical Engineer Registered as Professional Engineer with ECSA (5 points) • Electrical Technician Should have minimum National Diploma in Civil Engineering with 5 years' experience (5 points) • Should be registered as Professional Technician. (5 points) Civil Engineer (for Foundation Design) • Civil Engineer Should have BSC Degrees as Technologist /BTech with 10 years' experience (5 points) • Should be Registered as Professional Engineer with ECSA (5 points) • Project coordinator with 5 years' experience and registered with the SACPCMP. (5 POINTS) 		
Methodology -Technical Approach	Total = 10	
<p>The bidder must clearly demonstrate the understanding of the project and how the project will be managed, clearly explaining how the works will be implemented. The bidder must include as part of the tender a methodology statement indicating his/her company's technical approach on how the company will implement the projects.</p>		

Occupational Health and Safety	Total = 10	
Bidders must provide detailed SHERQ Plan covering safety, health, environmental, risk and quality plan, including valid COIDA certificate from Department of Labour (Compensation for occupational injuries and diseases act).	10	
Bank Rating Bank Rating: Bank code: F,G,H=0 Bank Code: E= 2 Bank Code: D – 5 points Bank Code: C – 7 points Bank Code: A – B=10 points	Total = 10	
TOTAL	85	

7.2 TECHNICAL EVALUATION CRITERIA

A bidder who gets a minimum of 62 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

- Item 1 – 5 points,
- Item 2 – 35 points,
- Item 3 – 10 points,
- Item 4 – 10 points.
- Item 5 – 2 points in the Evaluation Criteria

7.3 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and B-BBEE status)

All Bidders that have passed the technical evaluation threshold of 62 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

Points awarded for price

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

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

7.4 Points awarded for B-BBEE Status Level of Contribution

In terms of Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	8
3	6
4	4
5	2
6	2
7	2
8	2
Non-compliant contributor	0

Local area of supplier	Number of Points for Preference
	80/20
Within the boundaries of the Masilonyana municipality	10
Within the boundaries of Lejweleputswa District	6
Within the boundaries of the Free State	4
Outside of the boundaries of the Free State	0

Table 2 : B-BBEE Status level

8. COSTING/ COMPREHENSIVE BUDGET

8.5.1. The quotation price(s) shall be SEIFSA based priced

8.5.2. The quotation price(s) shall be subject to negotiated increase, if unavoidable, should the contract be extended for one or more further periods, each period not exceeding 12 months.

Pricing should include any other unspecified expenses related to items listed under technical specifications

Are the quoted prices firm for the full duration of the contract? Yes/No

If not, indicate CPA or SEIFSA price adjustment method: _____

CPA- Suppliers price list date: _____ or

SEIFSA indexes – Price basis month and year _____

Note: All the necessary documentation for CPA's or CPI to prove the price increase must be submitted with the invoice clearly link to an order number be for payment will be done.

9. CONTACT DETAILS

Technical Queries

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