

## TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050				
2.	Tender Documents				
	<p><b>Tendering Procedures</b> Tender notice and invitation to tender Tender data</p> <p><b>Returnable Documents</b> List of Returnable Documents</p> <p><b>The Contract</b> <b>Agreements and Contract data</b> Forms of Offer and Acceptance Contract Data</p> <p><b>Pricing Data</b> Pricing Instruction Bill of Quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>				
3.	<p><b>Interpretation</b></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><b>Communication.</b></p> <p>The Employer's Representative is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <p><b><u>Accounting Officer.</u></b> <b>MM SKOSANA</b> P. O. Box 437 Middelburg 1050. Tel: 013 249 2000</p> </td><td style="width: 33%; padding: 5px;"> <p><b><u>Procurement Enquiries.</u></b> <b>SI MASILELA</b> P.O. Box 437 Middelburg 1050 013 249 2104</p> </td><td style="width: 33%; padding: 5px;"> <p><b><u>Technical Enquiries.</u></b> <b>NM MOTSHWENE</b> P.O. Box 437 Middelburg 1050 Tel: 013 249 2070</p> </td></tr> </table>		<p><b><u>Accounting Officer.</u></b> <b>MM SKOSANA</b> P. O. Box 437 Middelburg 1050. Tel: 013 249 2000</p>	<p><b><u>Procurement Enquiries.</u></b> <b>SI MASILELA</b> P.O. Box 437 Middelburg 1050 013 249 2104</p>	<p><b><u>Technical Enquiries.</u></b> <b>NM MOTSHWENE</b> P.O. Box 437 Middelburg 1050 Tel: 013 249 2070</p>
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close 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	<p><b>The Employer's right to accept or reject any tender offer</b></p> <p>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 Nkangala District Municipality.</p>				



6	<b>Tenderer Obligations</b>
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, 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"><li>1. Control</li><li>2. Management</li><li>3. Operations</li><li>4. Risk</li><li>5. Profit and Loss</li></ol>
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	<b>Compensation of tendering</b>  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	<b>Check documents</b>  The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.  <b>Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to qualifications of key personnel, as well as the BBB-EE certificate) for review and certification by its Commissioner of Oath, failing which the tender shall be automatically disqualified.</b>
10	<b>Confidentiality and Copyright of Documents.</b>  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.  <b>In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM, or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consent required by the POPI Act or any other law</b>



	applicable. Thus, you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.
11	<b>Eligibility</b>  Only those tenders who have relevant experience on similar projects and provide public liability of R 200 000 for each claim are eligible to tender.
12	<b>No Compulsory Site Visit</b>  There will be no compulsory briefing for this project.
13	<b>Submitting tender offer:</b>  13.1 No Tender document will be considered unless submitted on Council's Official Tender Document 13.2 Return all the returnable documents to the employer after completing them. 13.3 Tenders must be deposited in the tender box clearly marked: <b>RENDERING OF CLEANING SERVICES FOR NKANGALA DISTRICT MUNICIPALITY OFFICES/BUILDINGS FOR A PERIOD OF 36 MONTHS</b>  <b>Location of tender Box:</b> Main Entrance Ground floor Nkangala DM Building <b>Physical Address:</b> Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.  Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered 13.4 All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time. 13.5 Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
14.	<b>Closing Time:</b>  The time and location for opening of the Tender offers are:  <b>Closing Time: 12h00</b> <b>Closing Date: 3<sup>rd</sup> February 2023</b> <b>Location: Nkangala District Municipality</b> <b>2A Walter Sisulu Street</b> <b>Middelburg</b> <b>1050</b>
14.1	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 NDM.



15	<b>Pricing the tender</b>  State the rates and prices in Rand								
16	<b>Alterations to the Tender Documents.</b>  <b>No</b> alterations may be made to the tender document issued by the employer and the tender document must be completed by handwriting (black pen) and not typed. Proposals and any other supporting documents must be attached to the back of this tender document								
17	<b>Alternative tender offer.</b>  No alternative tender offers will be considered or accepted								
18	<b>Tender Offer Validity</b>  The Tender offer validity period is <b>90 days</b> from the closing date.								
19	<b>Tender clarification after submission</b>  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	<b>Tender evaluation points</b>  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) B-BBEE Status Level of Contribution.								
21	The maximum points for this bid are allocated as follows: <table><tr><td></td><td><b>POINTS</b></td></tr><tr><td><b>PRICE</b></td><td><b>80</b></td></tr><tr><td><b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b></td><td><b>20</b></td></tr><tr><td><b>Total points for Price and B-BBEE must not exceed</b></td><td><b>100</b></td></tr></table>		<b>POINTS</b>	<b>PRICE</b>	<b>80</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</b>	<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
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22	<b>Evaluation of Tenders</b>  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 NDM.								
22.1	<b>The following steps will be followed in evaluation.</b> <ol style="list-style-type: none"><li>1. Determination of whether or not tender offers are complete.</li><li>2. Determination of whether or not tender offers are responsive.</li><li>3. Determination of the reasonableness of tender offers.</li><li>4. Confirmation of the eligibility of preferential points claimed by tenderers.</li><li>5. Determination of expertise and experience of tenderers.</li><li>6. Awarding of points for financial offer.</li></ol>								



7. Ranking of tenderers according to the total points
8. Performance of risk analysis by checking the credit record of the tenderers

22.2.1

**Technical adjudication and General Criteria**

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

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.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- A copy of a Valid Tax Compliance Status (TCS) pin must be attached to the Tender document).
- Pages not duly completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbundled or unbundled.
- Scratching out without initialling next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g., pencil.
- Failure to attend compulsory site inspections
- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**
- A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted.
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- The Tenderer’s attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
- Failure to attach required and specified documents
- The Tender has been submitted after the relevant closing date and time.
- Failure to complete and sign Form C1.1 Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- 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 that performance was unsatisfactory.

22.2.2

**Staffing profile**

Evaluation of the Tenderer’s position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

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 Consortium/Joint Venture related projects (if applicable).
22.2.5	<p><b>Financial ability to execute the contract</b></p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> <li>Professional Indemnity not less than <b>R200 000</b> per claim.</li> </ul>
22.2.6	<p><b>Good standing with SA Revenue Services</b></p> <ul style="list-style-type: none"> <li>Determine whether a valid Tax Compliance Status (TCS) PIN has been submitted.</li> <li>The Tenderer <b>must</b> a copy of a Tax Compliance Status (TCS) PIN from SARS.</li> </ul>
22.2.7	If the Tender does <b>not</b> meet the requirements contained in the NDM 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	<p><b>Penalties</b></p> <p>The Nkangala District 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:</p> <ul style="list-style-type: none"> <li>Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer.</li> <li>Impose a financial penalty at the discretion of Council</li> <li>Restrict the service provider, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years</li> </ul>
23	<p><b>The additional conditions of Tender are:</b></p> <ol style="list-style-type: none"> <li>Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>The Nkangala District 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.</li> </ol>
24	<p><b>Local Content</b></p> <p>Local content is not applicable for this tender</p>
F.3.1 1.5	<p><b>Evaluation Method 4</b></p> <p>Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.</p>



RENDERING OF CLEANING SERVICES FOR NKANGALA  
DISTRICT MUNICIPALITY OFFICES/BUILDINGS FOR A PERIOD  
OF 36 MONTHS

F.3.11.6	<b>Evaluation Criteria</b>  The Firm's tender responsiveness in relation to points is therefore summarized as follows:  <table> <tr> <td>Organizing and staffing</td><td>40</td></tr> <tr> <td>Tools and equipment's of the firm</td><td>20</td></tr> <tr> <td>Experience of firm</td><td>40</td></tr> <tr> <td><b>Total</b></td><td><b>100</b></td></tr> </table>	Organizing and staffing	40	Tools and equipment's of the firm	20	Experience of firm	40	<b>Total</b>	<b>100</b>
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<b>Total</b>	<b>100</b>								

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

**Organising and Staffing (Maximum points obtainable 40)**

**Project Manager / Team Leader: (Maximum Points obtainable 20)**

Name.....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Certificate or NQF 5 or higher in cleaning or hospitality.	No	10	
<b>Sub-total</b>			<b>10</b>	
Experience of Team Leader in similar projects		<b>Elimination Factor</b>		
Involvement in comparable projects (Technical)	0-1	Yes	0	
	2 – 3	No	2	
	4 – 7	No	4	
	8 and above	No	10	
<b>Sub-total</b>			<b>10</b>	
<b>Total</b>			<b>20</b>	

**Resident supervisor: (Maximum Points obtainable 20)**

Name: .....

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Grade 12/matric	No	10	
<b>Sub-total</b>			<b>10</b>	
Years of	2 -4	No	6	



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experience in	5 and above	No	10	
<b>Sub-total</b>			<b>10</b>	
<b>Total</b>			<b>20</b>	

*Note: Should the resident supervisor be the same as Project Manager/Team Leader zero points will be allocated.*

**ORGANISING AND STAFFING/PERSONNEL**

PERSONNEL	TOTAL	SCORES
Team Leader	20	
Resident Supervisor	20	
<b>TOTAL</b>	<b>40</b>	

**TOOLS AND EQUIPMENTS (Maximum Points obtainable 20)**

It must be noted that a total point of 20 are obtainable by the Firm in relation to the requirements as mentioned on the table below, failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero point will be scored. Letter of intent or quotation from the lessor must be attached.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable (own)	Points obtainable (lease)	Points Claimed
Hardware Resources Note: The firm must attach proof of ownership of LDV vehicle in the form of eNatis certificate in the name of the company or director (s). Proof of ownership of equipment in the form of company's asset register or lease agreement must be attached and failure to do so will result in forfeiting the points.	Firm's number of LDV's X 1	No	5	2.5	
	15X mob trolleys	No	5	2.5	
	15X industrial vacuums	No	5	2.5	
	4 polish machines	No	5	2.5	
Sub-total			20	10	
Total			<b>20</b>	<b>10</b>	

**EXPERIENCE OF FIRM (Maximum Points obtainable 40)**

**Note: Company's previous completed projects. Supporting documents in the form of purchase orders/ reference letters/ appointment letters or completion certificate.**

Provide proof of the company's previous completed projects which is in the form of appointment letters with contact details/reference letters or completion certificates. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
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Company experience in terms of projects completed	1-3 Projects	No	10	
	4 – 6 Projects	No	20	
	7 and above	No	40	
<b>Sub-Total</b>			<b>40</b>	
<b>TOTAL</b>			<b>40</b>	

**TOTAL SCORE: 100**

**Note 1: Academic Qualifications**

Proof of academic qualifications in the form of copies must be attached to all personnel. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. Failure to provide this proof of academic qualifications will result in the project Leader, site agent and safety officer being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation

**Note 2: Experience after qualification**

Attached CV for key personnel must clearly indicate experience and number of years in the field

**Note 3: Employment History (Involvement in comparable projects)**

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.).

**Note 4: Current Employment**

Attached CV must indicate current employment