

Phumelela Local Municipality



PLMT 24-25/ 10

Appointment of engineering consultants to serve on the municipality's panel for a period of 36 months.

Name of Company :

Contact Name :

Contact No :

Address :

.....

BID DOCUMENT

Issued by:
Phumelela Local Municipality
52 Kuhn Street
Vrede
9835
Tel: 058 913 8300
Fax: 058 913 2317

Closing Date: 18 June 2025

Closing Time: 12h00



Phumelela Local Municipality hereby invites bids for the following:

Appointment of Engineering Consultants to serve on the Municipality's panel for a period of 36 months.

Completed tenders in a sealed envelope, clearly marked: Tender No. PLMT 24-25/10 must be placed in the tender box at the Phumelela Local Municipality Supply chain Office, 52 Kuhn Street, Vrede by no later than 12:00 on Wednesday, 18 June 2025.

Bids must be submitted on the original document and remain valid for ninety (90) days after the closing date

Tenders will be opened on the same day at 12:05. Late or unmarked tenders will not be considered. No posted/emailed tender will be accepted.

Tender documents will be available at a non-refundable deposit of R500 at the cashier in the Vrede Office.

Tender documents are available on the e-tenders portal, free of charge.

No compulsory briefing session will be held

Tenders will be evaluated and adjudication in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000)

Regulations 2022 and the Phumelela Municipality's Supply Chain Management Policy, where 80/20 point system will be used.

For more information, contact Mr. Francis Ralebenya (058) 913 8300/ cfo@phumelela.gov.za.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender.

A TCS PIN for bidders' tax compliance information must be submitted with the tender document.

It will be required from the successful bidder to register on the Central Supplier Database (CSD) (proof required).

Original or certified B-BBEE Status Level Verification Certificate / sworn affidavit must be attached to earn preference points

Bidders must score a minimum of 70 out of 100 points on functionality in order to be evaluated further for price and preference

Mrs GPN Mhlongo-Ntshangase
Municipal Manager

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	24-25/10	CLOSING DATE:	18 June 2025	CLOSING TIME:	12h00
DESCRIPTION	Appointment of engineering consultant to serve on the municipality's panel for a period of 36 months				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID
BOX SITUATED AT (52 Kuhn street, vrede 9835)

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
2.3 TOTAL NUMBER OF ITEMS OFFERED			2.4 TOTAL BID PRICE	R	
2.5 SIGNATURE OF BIDDER		2.6 DATE		
2.7 CAPACITY UNDER WHICH THIS BID IS SIGNED					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Finance	CONTACT PERSON	Mr NJ Mafereka
CONTACT PERSON	Mr NF Ralebenya	TELEPHONE NUMBER	0589138300
TELEPHONE NUMBER	0589138300	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	dts@phumelela.gov.za
E-MAIL ADDRESS	cfo@phumelela.gov.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE.....

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

1 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p> 		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE
TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

2 GENERAL CONDITIONS OF THE BID

1) Municipality/Council

Unless specifically indicated otherwise, municipality/council means the Phumelela Local Municipality.

2) BIDS

Bids must be submitted on the enclosed Bid Document. Bids will not be considered if Bid Documents are not properly completed and signed.

3) Period of validity

Bids shall be valid for a period of ninety (90) days from the date of the closure of Bids. Council reserve the right to accept any Bid or portion of Bid within the above period.

4) Telegraphic/electronic Bids

Bids received by telegram, telex or facsimile will NOT be considered.

5) Bids Received Late

Bids received after the closing time and date will NOT be considered.

6) Withdrawal of Bids

It is an express condition that No Bid Submitted Shall Be Withdrawn. Signing of the Bid form creates a binding and non-retractable offer that may not be unilaterally withdrawn.

7) Acceptance or Non-Acceptance of Bids

Council is not bound to accept the lowest Bid, the only Bid, or any Bid; Council reserves the right to accept any Bid or portion of any Bid. In the instance of non-acceptance of Bids, it is not necessary for Council to give reasons.

8) Delivery Date

Delivery (period and place)

Bidders will confirm delivery of tendered items on the Bid form, at the place indicated. The place of delivery shall be the office of the Phumelela Municipality at:

52 Kuhn Street

Vrede

9835

9) Execution

The Bidder hereby undertakes to take the necessary steps to ensure the execution of the Bid, upon the written notification of the acceptance of the Bid. If the Bidder fails to comply with the conditions of the Bid, Council is hereby authorised to cancel the contract after four weeks of written notification and Council will not be liable for any costs/expenses incurred by the Bidder. The afore-mentioned cancellation will be without jeopardising any of the rights of the municipality, or the right of the municipality to damages.

10) Warranty

All items that are found defective or not correct within one year of the date of delivery, will be replaced, repaired or corrected by the Bidder at his/her own costs, to the satisfaction of the Council.

11) Material

All the material to be used must conform to the Specifications.

12) Exemption

The successful Bidder Exempts Council from any steps, action, claims and losses that might originate from this contract.

13) Compliance to legislation

The successful Bidder undertakes to comply with all legislation, ordinances, regulations or any stipulation applicable to this contract.

14) Price increases

The price will be fixed for the period indicated in three (3) above, unless specifically indicated otherwise by the Bidder.

15) Sub-Contractors

Council will not deal with any sub-contractors. The original contractor will be held accountable in all instances.

16) Bid Form

A Bid will not be considered if the Bid form is not signed and completed properly. Clause 18 of this document is also applicable in this regard.

17) Validity of contract

This Bid document is deemed to be a binding contract within the Republic of South Africa and is subject to the legislation of the land and the jurisdiction of its courts. The contract will commence only upon the provision of a contract by the Phumelela Municipality to the successful Bidder and valid for three years and subject to extension of two years based on the performance.

18) Bid document

No part of this Bid document may be loosened or separated. Bid documents that are not returned in full will not be considered.

19) Payments

Payments will be done in a South African currency at the head office of the municipality, Phumelela Municipality, the Bided goods are received in a satisfactory condition and certified as such by the responsible official and upon receipt of any invoice. Payment does not imply that Council waives any of its rights in terms of this contract.

Payment of professional fees will not exceed 15% with all included, payment will also be done in accordance with the latest ECSA Guideline for Tariffs of Professional Fees.

3 SPECIFICATIONS

Bid Description Appointment of Consultants for Infrastructure Related Projects for a Period of 36 Months

The successful bidder(s) will be requested to enter into a contract(s) for a period of 36 months with the municipality, where throughout the contract period, the bidder(s) will be requested to provide consultancy services on **BASED ON REQUESTED QUOTES**. The services must meet a set standard and the cost to the municipality must be market related.

Consultancy Services must include the following:

- Inception – Establish the project brief including the project objectives, priorities, constraints and strategies.
- Concept and Viability – Prepare and finalise the project concept in accordance with the brief including the scope, scale, character, function and development programme and viability of the project.
- Design Development – Develop the approved concept to finalise the design, outlines the specification, cost plan, financial viability and documentation programme for the project
- Documentation and Procurement - Prepare the construction and procurement documentation, confirm and implement the procurement programme strategies and procedure for effective and timeous procurement of necessary resources for execution of the project.
- Construction – Manage, administer and monitor the contracts and processes including the preparation and coordination of the procedures and documentation to facilitate practical completion of the work.
- Close Out – Fulfil and complete the project close out including the preparation of the necessary documentation to facilitate effective completion, handover and operation of the project.
- The consultant must assist municipality to outsource funding when funds are secured the consultant will then implement the projects.

NB: THE PROSPECTIVE CONSULTANTS MUST BE EXPERIENCED AND QUALIFIED IN THE FOLLOWING FIELDS:

- Civil Engineering, mechanical, electrical and structural Engineering

3.1 Previous Experience

Bidder will indicate previous experience of dealing in consultancy services as requested by the municipality in the space provided at Bullet VI below.

3.2 Company Profile and Capacity

Bidders are expected to provide an overview of their companies. The said overview must be in a form of a company profile which must indicate the capacity of the company to execute the job on hand.

3.3 Interviews with bidders

The Municipality reserves the right to interview bidders before and / or bids are / or after bids are awarded in order to discuss methods and approaches of offering the required services.

3.4 List of returnable

Kindly ensure the following documentation is attached:

- Company registration documents
- Valid Tax Clearance certificate
- Tax Compliance Status Certificate (with pin)
- Vat certificate (where applicable)
- Certified Copy of Identity Documents
- Municipal Rates not older than 3 months or valid lease agreement
- Joint Venture Agreement (If Bidder is a Joint Venture)
- Reference Letters
- (CSD) Central Supplier Data Registration
- Copy of B-BBEE Certificate
- Professional indemnity
- Company Profile

3.5 Works previously executed

- The following is a statement of major works successfully executed by myself/my entity in recent years.
- Failure to detail the required information shall signify that the Bid submitted by an inexperienced Bidder.

[illegible]

3.6 Current commitments

[illegible]

3.7 BANK DETAILS

Bankers Details : _____

Name reflected on Bank Statement : _____

Bank : _____

Account Type : _____

Signature : _____

By Bidder : _____

Company Name : _____

Date : _____

4 TECHNICAL INFORMATION

4.1 Purpose

The purpose of this RFP is to invite proposal from reputable service providers on assisting the municipality to:

- Development feasibility assessment and business plan for IDP projects and other infrastructure programmes which will unlock the economic development potential of the area whilst addressing the key performance areas of the municipality.
- Service providers will be required to refine the development concepts and undertake feasibility assessment of the projects covered by IDP, and if feasible, develop a business plan for the implementation.
- The Service provider must take full responsibility of planning, assume all risk, constructing, implementation and Project management, this means they will take the project from start to finish
- Raise funds for all feasible projects within the IDP from potential state funding institutions as well as private equality investment where returns can be highlighted. Should the requested funding be approved, the service provider will be further to lead the approved intervention towards implementation.

4.2 The summary of project stages

The phases and outputs are summarised as follows:

Phase 1: Concept Stage

- Review and high-level feasibility study for upgrade interventions and development
- Initial reconnaissance site visit (including visual condition assessment) and consultation with councillors and municipality officials
- Report on the final concept and high-level feasibility assessment. This report to include photographic evidence, identified, proposed rectification specification and costs and estimates
- Presentation of the draft concept and high-level feasibility report to the Municipality for approval and final editing before commencing to Phase 2

Phase 2: Business plan development:

- Preparation of business plan
- Presentation of the draft business plan to Municipality for approval
- Preparation of Final business plan for submission to potential funders
- Funding to be raised for all feasible IDP projects after studies are concluded

Phase 3: Implementation (upgrade and development interventions)

- Detailed project planning, design and documentation
- Construction
- Project implementation, monitoring and control
- Project Management
- Appoint all relevant/Professional stakeholders
- Project closure and handover

Professional Service providers will be allocated works within the Municipality Area of jurisdiction. Some projects are located in the rural areas and remote areas. Reference is to be made to the IDP as the municipality is not in a position to provide details of the exact location of projects at this stage.

5 EXPERTISE AND EXPERIENCE OF KEY PERSONNEL

The successful service providers will require the following expertise, qualifications and experience to successfully deliver the requested services.

- As the work required in terms of this tender is considered to be of a technically complex nature, requiring considerable expertise, it is essential that suitably qualified and experienced personnel be assigned to this project
- The personnel must currently be registered as professionals with the Engineering Council of South Africa (ECSA)
- Besides the minimum requirements specified in the eligibility criteria, it would be extremely advantageous if the key personnel can demonstrate recent experience related to specific aspects of this project
- Aside from submitting a general CV for each of the key personnel, bidders must submit a statement for each of the key personnel which highlights any particular fields of specialization and experience that is relevant to this particular project. This statement must be appended to the bid

At least key personnel as indicated in above must have at least a minimum of Five (5) years' experience in line with the bid requirements. Member of the project team must have a

minimum of then (5) years' experience subsequent to obtaining their qualification in the designated field of expertise.

5.1 Allocation of Resources

Professional Service Providers must indicate through an Organogram types of resources (human and otherwise) and responsibilities that they have and intend to allocate to this project, and on what basis (that is for what aspect of the work, and whether full or part time), if successful. This will include the key personnel, plus others (for example, a tender documentation specialist, site monitoring staff).

Where the services are subcontracted, a legal agreement signed by both parties must be included. Similarly, when the parties are Joint Ventures AND OR Consortium, and original letter signed by both parties.

Other resources, for example, would be the type of software package intended for use on this project, whether or not it is owned or licensed to the bidder, or whether it is available through some other means.

An intended resource allocation schedule must be appended to this submission. Bidders should note that, during the course of any contract arising from this bid, any of the personnel listed at bid stage may only be replaced with personnel of similar or better qualification and experience, subject to the approval of the employer.

6 C SPECIAL CONDITIONS:

6.1 Employer

The employer is Phumelela Local Municipality

6.2 Scope

Bids are hereby invited for the Consultancy services as listed in the Bid Document for a period of 36 months.

6.3 Objective

To provide the Municipality with the standard services and to preserve safe environment in and around the rest place of the Municipality.

6.4 Transfer and Cession

The preferred bidder shall render the services himself and the use of subcontractors will not be allowed without prior written permission.

The preferred bidder shall not cede, transfer, sell or alienate in any way the contract or any part thereof to any person or company without obtaining prior written permission thereto, provided the complies with the requirements of this contract.

6.5 Breach and Termination

Should either party commit or breach the provisions of this contract or fail to remedy any breach(es) within 14(fourteen) days after the receipt of written complaint, the party that is not in default shall be entitled to cancel this contract per written notice delivered to the other party's domicillum citandi et executandi as per bid documents without prejudice to any other right which the non-defaulting party may have as a result of such breach.

6.6 Pricing

- Prices will be determined in accordance with the Engineering fee scale of latest Government Gazette (ECSA GUIDELINES)

6.7 Evaluation Criteria

The bid will be evaluated on functionality with the following criterions:

Description	Proof of Documents	Points	Maximum Points	Points Claimed
Experience in Consultancy service strictly in a municipal environment for the last five years (valid proof required)	Five letters	20	20	
	Four letters	15		
	Three letters	10		
	Two letters	5		
	One letter	0		
Qualification of Project Leader.	One Professional Engineer/ Technologist for Civil and Structural (ECSA Registered)	30	30	
	No Professional Engineer	0		
Methodology approach	Understanding of the brief	25	25	
Valid Indemnity insurance minimum R10million	Bank Proof	10	10	
Team Organogram for (list of resources)	B-Tech Civil (With NQF 7 LIC)	15	15	
	N-Dip Civil (With NQF 5 LIC)	10		
Total Points			100	

NB Bidders must score a minimum of 70 points to be able to be considered for further evaluation.