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ELUNDINI LOCAL MUNICIPALITY TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting Proposals on the following goods and services:

PROJECT NAME	Contract Number	Technical Enquires contacts
Re-advertisement: Supply, Design, Install, Migrate, Maintain and Support of ICT License Software	ELM-4/013/2022-2023	Ms A. Bantwini Tel. 045 932 8135 E-mail: athinib@elundini.gov.za
Tyre Supply, Fitment and Maintenance of Municipal Vehicles and Plant	ELM-2/009/2022-2023	Mr S. Mveku Tel. 045 932 8260 E-mail: sisam@elundini.gov.za

- The municipality seeks for a service provider to assess the current municipal ICT environment, structures and systems in order to migrate to a fully MS environment that includes migration from MS Exchange On premise (Mimecast) to Exchange Online (M365 E3), Microsoft 365 Apps or equivalent software, OneDrive File Services (FS), and Microsoft System Centre Operations Manager (SCOM), SharePoint scope, design and setup, while ensuring a full implementation of Security covering all aspects of Microsoft or equivalent to ensure compliance is implemented and maintained. The service provider must also be able to setup, install and maintain the system, provide support and train the staff in the use of systems (ICT Administrators and End-users) for a period of three (3) years.
- The municipality is looking for a panel of three (3) service providers to supply, fitment and maintenance of tyres for municipal vehicles and plant equipment for the period of three (3) years.

Stage 1 of Evaluation: Eligibility Criteria:

Failure to meet the following eligibility criteria the bidder will not move to the evaluation stage (functionality)

Eligibility Criteria: ELM-4/013/2022-2023
The bidder must attach original certified or a letter from Vendors confirming the Service Provider partnership:
<ul style="list-style-type: none"> Microsoft partnership letter from Microsoft or Microsoft Distributor or equivalent offered licence partnership letter Mimecast Elite Partnership or equivalent (equivalent brand should be clearly specified)

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), the Elundini Local Municipality's Supply Chain Management Policy and the regulations pertaining thereto (2017) **PRICE AND B-BBEE:** Price 80, B-BBEE 20

Stage 2 of Evaluation – Functionality ELM-4/013/2022-2023		Stage 1 of Evaluation – Functionality ELM-2/009/2022-2023	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Company Experience	30	Business Premises	40
Team Expertise	50	Personnel	30
Vender Partnership	10	Servicing Equipment	30
Methodology	10		
Total Points	100	Total Points	100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids.

The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents form the SCM unit. The tender documents will be available from **Monday, 12 September 2022.**

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The Tender Data, Detailed breakdown Quality Criteria, Detailed Scheduled with minimum threshold for Local Content, scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H. Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

Completed bid documents and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAMES AND BID NUMBERS:** must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Friday, 14 October 2022** for these bids at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.


JACK MDANI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Friday, 14 October 2022.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

- a) J V agreement,

- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

**SPECIFICATIONS
& SCHEDULE OF QUANTITIES**

Terms of Reference for Tyre Supply, Fitment and Maintenance of Municipal Vehicles and Plant

Project Description

The municipality is looking for a panel of three (3) service providers to supply, fitment and maintenance of tyres for municipal vehicles and plant equipment for the period of three (3) years.

2. SCOPE OF WORK

A core summary of the services to be rendered by the service provider is as follows:

- 1.1. The potential service provider must be a fully equipped tyre fitment centre and must be able to provide a field service.
- 1.2. The supply, fitment and maintenance of tyres.
- 1.3. Wheel alignment at recommended intervals and where an irregular wear pattern has developed.
- 1.4. Carrying of stock for plant equipment to reduce downtime on plant.

2. PAYMENT TERMS

All payments for purchases will be processed via EFT on delivery of goods. Payments will be made within 30 days of invoice.

3. PANEL OF TYRE SERVICE PROVIDERS

The items below will be procured on request for a period of 36 months from the date of appointment.

Therefore a panel of service providers will be appointed for the provision of items required with a minimum of 1-3 service providers.

4. ESTIMATED QUANTITIES REQUIRED

4.1 The values and amounts indicated in the tender document fairly represent the types of tyres of the Municipality, but will inevitably be amended upon conclusion of the final contract as the asset register is continuously updated and new budgets are considered.

4.2 These are the values to be applied for the purpose of this tender assessment, based on the assumption that the portfolio will remain unchanged.

4.3 (And/Or any other tyres the municipality requires during the period of the contract, that were not part of the specification during the bid. To be sourced from the winning bidder at a recommended price).

5. ADDITIONAL INFORMATION

The pricing content of this tender will be based on the maintenance, supply and fitting of the following list of tyres that are currently fitted to the municipal vehicles and plant and any other tyres that might be required during the period of the contract.

Subject to the following conditions:

- It must be understood that the **brand names** quoted on the following list will merely be the basis for the price content of the tender and not the procurement of that specific brand or make of tyre.
- The acceptance of the proposed tyre/s from the appointed service provider for the specific vehicle will remain subject to the approval of Elundini Local Municipality.
- The prices quoted on the additional services required (Section 5) must be fixed for the full 3 years contract term from date of appointment.

6. SUPPLY AND FITMENT OF TYRES

Note to Bidders: Bidders are to

Quote for tyre specification as listed for Option 1

Or

Quote for tyre specification as listed for Option 2

Where tyre Option 2 is quoted the make being offered must be stated.

Vehicle	Tyre Size	Option 1	Unit Price (Option 1)			Option 2 (Equivalent)	Tyre Make Offered	Unit Price (Option 2)		
			Year 1	Year 2	Year 3			Year 1	Year 2	Year 3
Nissan Terra	255/65 R17 All Terrain	Goodyear	R			Goodyear equivalent in quality		R		
Toyota Hilux 2.8GD	265/60 R17 All Terrain	Goodyear	R			Goodyear equivalent in quality		R		
Toyota Hilux 2.4 GD	265/65 R17 All Terrain	Goodyear	R			Goodyear equivalent in quality		R		
Toyota Hilux SRX	205 R16 C All Terrain	Continental	R			Continental equivalent in quality		R		
Toyota Hilux Extended Cab	205/70 R15 C	Continental	R			Continental equivalent in quality		R		
Toyota Avanza	195/70 R14	Goodyear	R			Goodyear Equivalent in quality		R		
Toyota Corolla Quest	195/65 R15	Goodyear	R			Goodyear Equivalent in quality		R		
Trailer Yellow for Diesel	195 R14C	Firestone	R			Firestone equivalent in quality		R		
Tractor Agrico	23.5- 25	Atlas	R			Atlas		R		

Truck UD 90	11 R 22.5	Firestone	R				Firestone equivalent in quality	R		
Nissan NP300	195 R 14 C	Goodyear	R				Goodyear Equivalent in quality	R		
Truck UD D40	7.5 R16	Dunlop	R				Dunlop equivalent in quality	R		
2017 Isuzu KB250 Hi Raider	245/70 R16 C	Goodyear	R				Goodyear Equivalent in quality	R		
2018 Nissan Almera 1.5	185/65 R15	Bridgestone	R				Bridgestone equivalent in quality	R		
2009 Isuzu KB	215 R15 C	Dunlop	R				Dunlop equivalent in quality	R		
2011 Nissan NP300	245/70 R16 All Terrain	Dunlop	R				Dunlop equivalent in quality	R		
Tractor Massey Ferguson 275	Rear Tyre 16.9 -30 on 15" Rim 14-30	Firestone	R				Firestone equivalent in quality	R		
	Front Tyre 7.5 - 16	Farm master	R				Farm master equivalent in quality	R		

Trailer Red	7.00 – 16	Dunlop	R				Dunlop equivalent in quality	R		
Trailer	9.00 – 20	Firestone	R				Firestone equivalent in quality	R		
Trailer	8.25 - 16	Triangle	R				Triangle equivalent in quality	R		
Bin Holder	9.00 – 16	Apollo	R				Apollo equivalent in quality	R		
Truck Mitsubishi FE7-136	215/75 R17.5	Mirage	R				Mirage equivalent in quality	R		
Truck UD40L	7.5 R16 C	Dunlop	R				Dunlop equivalent in quality	R		
Bell Supertruck	20.5 R25 Tubeless Cut Resistant	Bridgestone	R				Bridgestone equivalent in quality	R		
	Retread Own Casing: VLT Hot Tread 20.5 R25		R					R		
	Retread Supplier Casing: VLT Hot Tread 20.5 R25	Bridgestone	R				Bridgestone equivalent in quality	R		

Truck UD 10 m ³	315/80 R22.5	Mirage	R				Mirage equivalent in quality	R		
Road Sweeper	Front 55/80 R13	Autogrip	R				Autogrip equivalent in quality	R		
	Rear Tyre 6.00 – 16 Tubeless Nylon 6 Ply Rating	Armour	R				Armour equivalent in quality	R		
High Pressure Jetting Machine	215 R15	Firestone	R				Firestone equivalent in quality	R		
Bus Mercedes Sprinter	195/70 R 15 C	Dunlop	R				Dunlop equivalent in quality	R		
2019 Nissan NP300	195 R15 C	Dunlop	R				Dunlop equivalent in quality	R		
Ford Ranger	265/70 R16 All Terrain	Bridgestone	R				Bridgestone equivalent in quality	R		
Isuzu KB Low rider	195 R14 C	Firestone	R				Firestone equivalent in quality	R		
Toyota Hilux SRX	205 R16 C	Goodyear	R				Goodyear Equivalent in quality	R		

2015 Isuzu KB Hi Raider	245/70 R16 C	Goodyear	R				Goodyear Equivalent in quality		R			
Truck Compactor	295/80 R22.5	Bridgestone	R				Bridgestone equivalent in quality		R			
2020 Ford Everest	265/65 R17	Bridgestone	R				Bridgestone equivalent in quality		R			
2020 Lowbed Trailer	275/70 R22.5	Goodyear	R				Goodyear equivalent in quality		R			
2016 Isuzu KB 250	215/70 R16	Goodyear	R				Goodyear equivalent in quality		R			
Bobcat	12-16.5	Bobcat	R				Bobcat equivalent in quality		R			
2020 UD Truck Quester GWE39 2021 Isuzu Compactor Truck	315/80 R22.5	Goodyear	R				Goodyear equivalent in quality		R			
2016 Isuzu KB300	255/60 R18	Bridgestone	R				Bridgestone equivalent in quality		R			
Option 1							Option 2					
TOTAL COST (Excl. VAT)			R				TOTAL COST (Excl. VAT)		R			

5. Repairs & Maintenance

	Year 1	Year 2	Year 3
Wheel Alignment- 1x Light Passenger Vehicle	R		
1x Light Duty Vehicle (LDV)	R		
1x Standard Utility Vehicle (SUV)	R		
1x Truck <= 3.5 Ton	R		
1x Truck > 3.5 Ton	R		
1x Wheel Balancing (Light Passenger Vehicle, LDV, SUV)	R		
Call Out: Fee (Working Hours Monday – Friday 8:00am to 5pm)	R		
Call Out: Fee (After Working Hours)	R		
Call Out: Labour Rate per Hour	R		
Call Out: Travel Cost per Km	R		
Total Cost (Excl. VAT)	R		
SUBTOTAL {(SECTION 4 Option 1 or Option 2) plus Section 5}			R
VAT @ 15%			R
TYRE FITMENT AND MAINTAINANCE	GRAND TOTAL		R

STAGE ONE OF EVALUATION: FUNCTIONALITY CRITERIA

STAGE ONE OF EVALUATION FUNCTIONALITY

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
Business Premises			Maximum 40 Points
Address of Business operating Premises	Address of Business operating Premises	1. Tyre Fitment Centre located outside Elundini Municipality.	5 Points
		2. Tyre Fitment Centre Located within Elundini Municipality	40 Points
Personnel			Maximum 30 Points
1x Curriculum Vitae of Administrative Personnel	1x Curriculum Vitae of Administrative Personnel	1x Curriculum Vitae of Administrative Personnel	20 Points
1x Curriculum Vitae of Tyre Fitment Worker	1x Curriculum Vitae of Tyre Fitment Worker	1x Curriculum Vitae of Tyre Fitment Worker	10 Points
Servicing Equipment			Maximum 30 Points
Availability of Wheel Alignment & Wheel Balancing Equipment	Proof of Wheel Alignment & Wheel Balancing Equipment	1. None availability of Wheel Alignment & Wheel Balancing Equipment	0 Points
		2. Availability of Wheel Alignment & Wheel Balancing Equipment	30 Points
TOTAL POINTS			100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation.