

EMALAHLENI LOCAL MUNICIPALITY



BID DOCUMENT FOR:

THE REVIEW OF THE SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR THE EMALAHLENI LOCAL MUNICIPALITY

BID NUMBER: ELM/8/09/2023T.

BIDDER:

BID PRICE:

CLOSING DATE: 28 NOVEMBER 2023

CLOSING TIME: 12:00 pm

PREPARED BY:

SUPPLY CHAIN MANAGEMENT OFFICE
EMALAHLENI MUNICIPALITY
37 INDWE ROAD
LADY FRERE
5410

Tel: [047] 878 0020
Fax: [047] 878 0012

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1. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND

THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

MBD 1 Invitation to tender?	Yes	No
Authority to Sign a Bid Is the form duly completed and is a certified copy of the resolution attached?	Yes	No
Tax Clearance Certificate Is an ORIGINAL and VALID Tax Clearance Certificate attached?	Yes	No
MBD 3.1 (Pricing Schedule) Is the form duly completed and signed?	Yes	No
MBD 4 (Declaration of Interest) Is the form duly completed and signed?	Yes	No
MBD 6.1 (Preferential points claim form)	Yes	No
MBD 7.1	Yes	No
MBD 7.2 (Contract Form – Rendering Services) Is the form duly completed and signed?	Yes	No
MBD 8 (Declaration of Past Supply Chain Practices) Is the form duly completed and signed?	Yes	No
MBD 9 (Certificate of Independent Bid Determination) Is the form duly completed and signed?	Yes	No
MBD 15 (Certificate of Payment of Municipal Accounts) Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form	Yes	No
SCHEDULE A – CONFIRMATION OF REGISTRATION OF TENDERER ON EMALAHLENI SUPPLIER DATABASE / NATIONAL TREASURY DATABASE		
SCHEDULE B – TENDERER'S PAST EXPERIENCE		

SIGNATURE		NAME	
CAPACITY		DATE	
NAME OF FIRM			



TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
ELM/8/09/2023T	RE-ADVERT FOR THE REVIEW OF THE SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR THE EMALAHLENI LOCAL MUNICIPALITY	15 NOVEMBER 2023	28 NOVEMBER 2023 @ 12H00

Bid documents will be available from the **16 NOVEMBER 2023** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL**.

Project enquiries shall be directed to **Ms A Jordaan** on 082 503 4333/ at jordaana@emalahlenilm.gov.za during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela** on 078 112 8036/ at stemelan@emalahlenilm.gov.za during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

FUNCTIONALITY: 100 points, minimum qualifying points will be 70 for further evaluation.

PRE-QUALIFICATION CATEGORY & DESCRIPTION	POINTS ALLOCATION
Stage 1	
Expertise	60
Experience	40
TOTAL	100

SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women ownership ≥ 50%	ID copies of Directors, company registration, CSD report	10
Youth ownership ≥ 50%	ID copies of Directors, company registration, CSD report	10
TOTAL POINTS		20

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is 90 days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof of registration summary on Central Supplier Database (CSD).
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- **Completed MBD1, MBD 3.1, MBD 4, MBD 6, MBD 7, MBD 8 and MBD 9.**
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



Mr. N MNTUYEDWA
ACTING MUNICIPAL MANAGER

FUNCTIONALITY

PRE-QUALIFICATION ASSESSMENT- POINTS SCORING	
PRE- QUALIFICATION CATEGORY AND DESCRIPTION	POINTS ALLOCATION
EXPERTIES	TOTAL = 60
Project Manager <ul style="list-style-type: none"> Master of Science Urban and Regional Planning / Town and Regional Planning with 10 years' experience NB: Bidder must submit certified copy qualification and registration certificate(SACPLAN) in order to claim (30 points) . OR	30
<ul style="list-style-type: none"> Honours in Urban and Regional Planning / Town and Regional Planning with 8 years' experience NB: Bidder must submit certified copy qualification and registration certificate (SACPLAN) in order to claim (20 points) OR	20
<ul style="list-style-type: none"> Bachelor of Science Urban and Regional Planning / BTech Town and Regional Planning with 6 years' experience NB: Bidder must submit certified copy qualification, CV and registration certificate (SACPLAN) in order to claim (10 points)	10
Additional Team Members Town Planner Professional Town and Regional Planners. Registration with South African Council Of Planners with 5 years' experience NB Bidder must submit certified copies of qualification, registration certificate (SACPLAN) and CV in order to claim (15 points) .	15

GIS Personnel Diploma in Geographic Information System or related qualification, with GIS as a major. Registration with South African Geomatics Council as a Professional or Technologist with 3 years' experience NB: Bidder must submit certified copies , certified copy of qualification, CV and registration certificate (South African Geomatics Council) in order to claim (15 points)	15
EXPERIENCE	TOTAL= 40
Four (4) SDF, LSDF and Precinct projects successfully Completed. NB: Bidder must submit appointment letter accompanied with reference letter for each appointment in order to claim points. (EACH PROJECT WEIGHS 10 POINTS)	40
TOTAL	100

A bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non-responsive quote and will be disqualified and would not be evaluated for price.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)				CLOSING TIME:		12h00	
BID NUMBER:		CLOSING DATE:					
DESCRIPTION							
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 (STREET ADDRESS)							
EMALAHLENI Local Municipality 37 Indwe Road Lady Frere 5410							
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:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE		R	
SIGNATURE OF BIDDER				DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:				TECHNICAL INFORMATION MAY BE DIRECTED TO:			
DEPARTMENT				CONTACT PERSON			
CONTACT PERSON				TELEPHONE NUMBER			
TELEPHONE NUMBER				FACSIMILE NUMBER			
FACSIMILE NUMBER				E-MAIL ADDRESS			
E-MAIL ADDRESS							