

KAROO HOOGLAND MUNICIPALITY



BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE
PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING
ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

.....
NAME OF SERVICE PROVIDER

ADDRESS:

.....

TEL :

FAX :

Category	Description	Tendered Amount (Vat incl)
Category 1:	Roads and Storm water	
Category 2:	Water & Wastewater treatment facilities/plants	
Category 3:	Bulk water and sewer networks and internal reticulation	
Category 4:	Landfill Sites	
Category 5:	Sport Facilities	
Category 6:	Electrical Engineering Services	

**Mr J Jonkers
MUNICIPAL MANAGER
Karoo Hoogland Municipality
2 Mulder Street
WILLISTON, 8920**

TEL: 053 285 0995

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KAROO HOOGLAND MUNICIPALITY

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

The scope of the work is for normal services as per the latest ECSA guideline scope of services and tariff of fees and will include Inception stage, Concept & Viability stage, Design Development stage; Documentation & Procurement stage, Contract Administration and Inspection stage and Close out stage. These stages will cover multi-disciplinary civil engineering and related works for various municipal projects.

Tenders are hereby invited for the Supply of Professional Consulting Services as detailed in the tender document. **The original tender document** will be available during business hours from **12 June 2024** at the Supply Chain office of Karoo Hoogland Municipality, 2 Mulder Street, WILLISTON, 8920 at an non-refundable amount of R551.25 (Cash or electronic transfer) and can be **viewing** on the Municipal website (www.karoohoogland.org.za) or on the E-Tender Portal (www.etenders.gov.za). Bank details are as follow: **Karoo Hoogland Municipality, Standard Bank, Account Number 083212442, Branch Number 051008, Reference: Tenderer Company Name**. The proof of payment must also accompany the submission of the **original tender document** of Karoo Hoogland Municipality.

The closing date for submissions is **02 July 2024 at 12h00**. Bid will be opened in public (Williston Municipal Offices Boardroom, Herb Street, Williston) 15 minutes after the stated closing time.

The sealed tenders clearly marked: **PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS** must be placed in the tender box of the Karoo Hoogland Municipality at the Cash Hall area, Williston Municipal Building, 2 Mulder Street, Williston.

THE FOLLOWING CONDITIONS WILL APPLY:

- Professional fees will be estimates and and contract amounts will be agreed with a relevant panel consultant when the scope for a specific project was established. The fees tendered will be used as baseline for contract amounts.
- This tender will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022. The original **MBD1, MBD 4, MBD 6.1, MBD7.2, MBD 8, MBD 9**, forms must be completed and submitted together with your tender documents.
- An **original** or **certified** B-BBEE certificate, or **certified** Sworn Affidavit must be submitted with your tender offer. **If it's not an original or certified copy it will not be taken into consideration for preference points.**

- **Quality (functionality) criteria** are applicable for this tender and Method 4 (Financial Offer, Preferences and Quality/Functionality) will be used for evaluation of the tender. **Bidders must ensure that they provide all applicable and relevant information required for quality criteria evaluation.**
- A valid tax compliance pin number on an official document of SARS in order for the municipality to verify tax compliance must be submitted with the tender document.
- Potential service providers must be registered on the Central Supplier Database.
- Potential service providers who were found guilty of fraud or corruption or who willfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Potential service providers (or any of the directors) whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, might be excluded from this process. Please submit a municipal account (not older than 3 (three) months as proof of payment with your tender. If the bidder is not responsible for municipal rates, a Sworn Affidavit or a Lease Agreement must be submitted which indicate the reasons why a municipal account cannot be submitted.
- The lowest or only tender will not necessarily be accepted.
- No late, faxed or e-mailed tenders will be accepted.
- Potential service providers will be subjected to security screening.

NB: No Bid will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer. The Municipality reserves the right to cancel or withdraw the request for tender at anytime without prior notice.

Mr J Jonkers
MUNICIPAL MANAGER

DATE

T1.1 TENDER DATA

Sub Clause	Description
	<p>The tender data are standard conditions of tender as contained in Annex F of SANS 294:2004.</p> <p>The standard conditions of tender for procurements make several references to the tender data. The tender data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard condition of tender.</p> <p>Each item of data given below is cross-referenced to the sub clause in the standard conditions of tender to which it mainly applies.</p>
F.1.1	The employer is Karoo Hoogland Municipality
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p>TENDER PROCEDURES Part T1: Tender Procedures T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data Part T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules CONTRACT Part C1: Agreement and Contract Data C1.1 Contract form – Rendering of Services (MBD 7.2) C1.2 Contract Data Part C2: Pricing data C2.1 Pricing Instructions C2.2 Activity Schedule Part C3: Scope of Works C3.1 Introduction C3.2 Description of Works C3.3 Reporting Requirement C3.4 Applicable Standards Part C4: Site Description Annexure A: Evaluation Criteria for Quality/Functionality</p>
F.1.4	<p>THE EMPLOYER'S AGENT IS:</p> <p>Name... Mr. I Smith</p> <p>Address...2 MULDER STREET, WILLISTON, 8920</p> <p>Tel: ... 083 292 3130</p> <p>E-mail... ismith@namakwa-dm.gov.za</p>
F.2.1	<p>Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> • Must score the minimum point of 75 out of 100 for Quality. • The employer shall not award a contract to any Bidder that does not hold valid Professional Indemnity (PI) insurance providing cover in an amount of not less than twice the professional

	<p>fee amount Tendered by the Bidder; this will be valid in respect of each and every claim during the period of insurance as per project. Proof of insurance must be submitted with the Tender. The Municipality will not be held liable for any claims whatsoever, arising directly or indirectly due to errors made by the appointed Engineer in his overall design, Bill of Quantities, Specifications, Construction Monitoring, Site Supervision and any Legislative requirements/approvals not obtained or complied with.</p> <ul style="list-style-type: none"> • Service Providers whose Tax matters are in order with SARS. (A valid tax compliance pin number on an official document of SARS must be submitted with your bid to verify tax compliance) • Must be registered on the Central Suppliers Database (CSD) of government. • Directors of the service provider must not be in service of the state. • Service provider must not have been found guilty of fraud or corruption during the past 5 years. • Service provider must not have willfully neglected, reneged on or failed to comply with any government contract during the past 5 years. • The service provider's municipal bill must be paid up or payment arrangement must be in place with the respective Local Municipality.
F.2.7	<p>No compulsory site meeting will be held. Bidders must provide their contact details to Mr. I Smith at the Technical department / Procurement department of the municipality when they download the document from the municipal website or the e-tender portal. This is important to ensure that Addendums reach all Bidders should there be any. If these details are not provided and an Addendum does not reach the potential bidder, your bid will be considered incomplete and not evaluated further.</p>
F2.9	<p>The employer does not provide insurance of any kind.</p>
F2.10.1	<p>The Bidder must include the rates, prices and the tendered total of the prices, all duties, taxes (except VAT) and other levies payable per Civil Engineering Discipline as set out in the Activity Schedule. Although a Bidder might bid for all the categories the municipality reserves the right to only appoint the bidder for a specific category of works.</p>
F2.10.3	<p>Rates and prices will be subject to adjustment in line with Consumer Price Index of South Africa. The relevant scope of works per project and tendered fees will also be used as baseline reference to adjust prices.</p>
F2.13.1	<p>Only one (1) tender per tenderer or involvement in one (1) joint venture is permitted. This does not apply to sub-contracting or the tenderer service provider. Should an entity appear in more than one joint venture, each tender in which the entity appears will be deemed non-responsive.</p>
F2.13.3	<p>Only the original tender document with original signatures and original returnable documents is to be submitted, the tender document is not to be dismantled and any additional documents are to be securely attached to the relevant page in the tender. Any additional documentation is to be bound into a separate document which is to include clear reference to its contents in relation to the actual tender document.</p>
F.2.13.4	<p>Sign the original and all copies of the tender offer where required in terms of the tender data. The Employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer. Also note a formal letter to the client specifying and confirming the liable tenderer should accompany the tender document.</p>
F.2.13.5	<p>The employer's address for delivery of tenders is:</p> <p>Location of tender box: KAROO HOOGLAND MUNICIPAL OFFICES.....</p> <p>Physical address:2 MULDER STREET.....</p> <p>..... WILLISTON , 8920.....</p>

	<p>Identification details:</p> <p>PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS</p>
F.2.15	The closing time for submission of tenders is: 12:00 hours on 02 July 2024.
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed tenders will not be accepted. Electronic signatures on documentation will also not be accepted.
F.2.16	The tender validity period is 90 days .
F.2.23	<p>The following certificates are to be provided:</p> <ul style="list-style-type: none"> • Proof of CESA registration • Proof of ECSA registrations (As required and stipulated in the quality criteria) • A valid tax compliance pin number on an official document of SARS • An original B-BBEE certificate, or originally certified Sworn Affidavit (to be eligible for preference points) • Municipal bill (or Sworn Affidavit or a Lease Agreement when renting) • All relevant documentation for evaluation of quality/functionality criteria (see tender data clause 3.11 and Annexure 1.) • Proof of professional indemnity insurance • CV's where relevant or indicated
F.3.11.	<p>The Procedure for evaluation of responsive tenders is:</p> <p>Methods: ...4..... (Financial Offer, Preferences and Quality/Functionality).</p> <p>The financial offer will be scored using Formula 2 of table 4 (SANS 294:2004) where the value of W1 is:</p> <ul style="list-style-type: none"> - 80 where the financial value inclusive of VAT of one or more responsive tenders equals or is less than R 50 000 000-00. <p>Up to 10 evaluation points, based on the B-BBEE status level of a service provider, will be awarded to the service provider who submit a valid B-BBEE status level verification certificate. Up to 10 evaluation points will be provided for locality who submit a valid proof of business address (4 points will be provided for locality within the Northern Cape Province and 6 points will be provided for a locality within the Namakwa District Municipal area).</p>
F.3.11	The minimum number of evaluation points for quality is 75 out of a 100. Only tenderers who score the minimum score for quality will be eligible for further evaluation. The minimum sub score must also be scored as indicated on Annexure 1.
F.3.11	<p>Tenders will be evaluated on quality criteria and a maximum score in respect of each of the criteria are as follows: (see FUNCTIONALITY CRITERIA ANNEXURE 1 FOR A DETAILED BREAKDOWN)</p> <ul style="list-style-type: none"> • Description of General Quality Criteria – 60 points • Description of Project Discipline Quality Criteria – 30 points • Locality (in the Karoo Hoogland Municipality) – 10 points
F.3.18	The number of paper copies of the signed contract to be provided by the employer is 1.

T2: RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable documents are required for the purpose of evaluating the tender, some will form part of the subsequent contract, as they form the basis of the offer. For this reason, it is very important that service providers return all information requested.

T2.1 LIST OF RETURNABLE DOCUMENTS

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES *(Included hereafter for completion)*

- MBD 1: Invitation to bid and terms of conditions for bidding
- MBD 3.2: Pricing Schedule – Non-Firm Prices
- MBD 4: Declaration of Interest
- MBD 6.1: Preference Points Claim Form - in terms of the Preferential Procurement Regulations 2022
- MBD 7.2 Contract form: Rendering of Services
- MBD 8: Declaration of Bidders past Supply Chain Management Practices
- MBD 9: Certificate of Independent Bid Determination
- Copy of the latest Municipal Accounts of the following
 - Business
 - Directors/Members/Owners of the Business
- ID Copies of the directors/member/proprietors
- CSD report

T2.2 LIST OF RETURNABLE SCHEDULES

1. RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES *(To be attached with submission)*

- Schedule 1A: Consulting Engineers South Africa Registration
- Schedule 1B: A valid tax compliance pin number on an official document of SARS in order for the municipality to verify tax compliance must be submitted with the tender document.
- Schedule 1C: B-BBEE status level verification certificate (original or original certified copy or original certified sworn affidavit)
- Schedule 1D: Municipal bill (or Sworn Affidavit or a Lease Agreement when renting)
- Schedule 1E: Proof of Professional Indemnity insurance.
- Schedule 1F: All relevant documentation for evaluation of quality/functionality (see tender data (F3.11) and Annexure 1.)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

MBD 1: INVITATION TO BID AND TERMS OF CONDITIONS FOR BIDDING

MBD 1

KAROO HOOGLAND MUNICIPALITY

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KAROO HOOGLAND MUNICIPALITY					
BID NUMBER:	KHMT003/05/2024	CLOSING DATE:	02 JULY 2024	CLOSING TIME:	12H00
DESCRIPTION:	PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO RENDER PROFESSIONAL MULTI-DISCIPLINARY SERVICES COVERING: CIVIL ENGINEERING AND RELATED WORKS, CONTRACT AND PROJECT MANAGEMENT SERVICES FOR A PERIOD OF THREE (3) YEARS FOR VARIOUS MUNICIPAL PROJECTS				
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

KAROO HOOGLAND MUNICIPALITY					
2 MULDER STREET					
WILLISTON					
8920					
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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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	FINANCE (SCM)		CONTACT PERSON	Immanuel Smith	
CONTACT PERSON	Diana Vermeulen		TELEPHONE NUMBER	083 292 3130	
TELEPHONE NUMBER	053 285 0998		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS	ismith@namakwa-dm.gov.za	
E-MAIL ADDRESS	d.vermeulen@karoohogland.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>

**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:

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

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 positioning 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 Shareholder² 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.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS
2022 AND PREFERENTIAL PROCUREMENT POLICY OF KAROO HOOGLAND MUNICIPALITY:
EITHER 80/20 OR 90/20 PREFERENCE POINT SYSTEM**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals (B-BBEE status level contribution and Locality)

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80 or 90 depending on tenders received in terms of par. 1.2
SPECIFIC GOALS	80/20 (10 BBBEE and 10 Locality) or 90/10 (5 BBBEE and 5 Locality) depending on tenders received in terms of par. 1.2
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

B-BBEE

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

LOCALITY

Failure on the part of tenderer to submit the following:

- where the tenderer is the owner of the property / business:
 - municipal account registered in the name of the tenderer not older than 3 months;
- where the tenderer is not the owner of the property / business:
 - a valid lease agreement; or

- affidavit from the property owner that the address used to claim points in the MBD 6.1 is being rented out to the tenderer at no cost not older than 3 months
- where the tenderer submitted incorrect or outdated information (account, lease agreement or affidavit) or none of the above, it will be interpreted to mean that preference points for Locality are not claimed.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

	80/20	or	90/10
Where	$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

4.1 POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

	80/20	or	90/10
Where	$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 (5.1) and 2(5.2) below as may be supported by proof/documentation stated in the conditions of this tender:

5.1 B-BBEE

B-BBEE Status Level of Contributor	Number of points for Preference [80 / 20]	Number of points for Preference [90/10]
1	10	5
2	8	4
3	6	3
4	4	2
5	2	1
6	2	1
7	2	1
8	2	1
Non-compliant Contributor	0	0

5.2 LOCALITY

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Karoo Hoogland Municipality	10	5
Within the boundaries of Namakwa District Municipality	6	3
Within the boundaries of the Northern Cape	4	2
Outside of the boundaries of the Northern Cape	0	0

5.3 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

6. DECLARATAION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1 B-BEE-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

B-BBEE Status Level of Contribution: _____ (maximum of 10 or 5 points)

6.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2

LOCALITY: _____ (maximum of 10 or 5 points)

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm.....

7.2 Company registration number:

7.3 VAT registration number:

7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.5 MUNICIPAL INFORMATION

Municipality where business is situated:

Street address of business:

.....
.....

Registered municipal account number:

7.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....

BID: KHM T003/05/2024**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS****MBD 7.2: CONTRACT FORM – RENDERING OF SERVICES**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions
of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:	

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

MBD 8: DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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 institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution'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	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? (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>audialterampartem</i> rule was applied). 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? 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.	Yes <input type="checkbox"/>	No <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 outside of 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:		
4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

KAROO HOOGLAND MUNICIPALITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. The 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 Chain 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 abuse 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 executive 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.

KAROO HOOGLAND MUNICIPALITY

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 off: _____ 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

KAROO HOOGLAND MUNICIPALITY

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)
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a bid;
 - (d) 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.**

KAROO HOOGLAND MUNICIPALITY

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

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1A

**ENGINEERING COUNCIL OF SOUTH AFRICA REGISTRATION (ECSA) & VERIFIABLE CV's
(Please attach here)**

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1B

**A VALID TAX COMPLIANCE PIN NUMBER ON AN OFFICIAL DOCUMENT OF SARS IN ORDER FOR
THE MUNICIPALITY TO VERIFY TAX COMPLIANCE**

(Please attach here)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1C

**B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (ORIGINAL OR CERTIFIED COPY OR
SWORN AFIDAVIT)**

(Please attach here)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1D

MUNICIPAL BILL (OR SWORN AFFIDAVIT OR A LEASE AGREEMENT WHEN RENTING)

(Please attach here)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1E

PROOF OF PROFESSIONAL INDEMNITY INSURANCE

(Please attach here)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

SCHEDULE 1F

ALL RELEVANT DOCUMENTATION FOR EVALUATION OF QUALITY/FUNCTIONALITY

(Please attach here)

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

C1.2 CONTRACT DATA

CONTRACT DATA FOR:

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The General Conditions of Contract are the Standard Professional Services Contract (July 2009) published by the Construction Industry Development Board (CIDB). Copies are available on the CIDB website at www.cidb.org.za and are also available from the office of the Employer.

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Compulsory Data

Ref Clause	DESCRIPTION
Clause 1	The name of the Employer is KAROO HOOGLAND MUNICIPALITY
Clause 1	The address of the Employer is: Name: KAROO HOOGLAND MUNICIPALITY Address: ... 2 STREET, PO BOX 165, WILLISTON, 8920 Tel: 053 285 0998 E-mail: ... info@karoohoogland.gov.za
Clause 1	The Project is: PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS
Clause 1	The period of Performance is ... 3 years
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is Mr. I Smith.
Clause 3.5	The location of Performance of the project is in Karoo Hoogland Municipal Area.
Clause 3.6	The service provider may not release public or media statements or publish material relating to the services or project under any circumstances.
Clause 3.16.1	The indices are those contained in Table A of P0141 Consumer Price Index for the CPI for all services published by Statistics South Africa (A maximum variation of 20% (up or downwards) for the contract price is applicable for this contract.)
Clause 4.7	The Employer shall pay the Service Provider the Contract price in accordance with the provisions of the Contract.
Clause 8.1	The Service Provider is to commence the performance of the services within 14 days of the date the contract becomes effective.
Clause 8.2.1	The Contract is concluded when all deliverables per project appointed for each municipal financial year is completed successfully.
Clause 9.1	Copyright of documents prepared for the project shall be vested with the employer.

Clause 12.1	Interim settlement of disputes to be by mediation / adjudication
Clause 12.2/12.3	Final settlement is by litigation / arbitration
Clause 12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by the employer.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Ref Clause	DESCRIPTION
Clause (1)	The name of the Service Provider is
Clause (1)	The address of the Service Provider is: Name: Address: Tel: Fax: E-mail:
Clause 1	The period of performance is:
Clause 5.3	The authorized and designated representative of the service provider is: Name:.....

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

C2.1: PRICING INSTRUCTIONS

The offered Tender amounts shall be based on the estimate values given in the project tables, keeping in mind that these values are given for comparative calculation only. That the budget amounts for the construction projects in the Pricing Schedules must be taken as the Cost of Works value, excluding of VAT for the purposes of determining the fee.

Direct costs (claimed as Recoverable Expenses) offered by the Bidder are to be calculated based on the given information and should exclude any costs towards the appointment of specific expertise such as geotechnical, environmental or safety consultants or surveyors, etc. This is for the recoverable expenses such as disbursements that include for expenses such as travel (also for site supervision), accommodation, typing, copying, printing, additional testing etc. that will be required during the project, not covered elsewhere.

The latest Guideline Scope Services and Tariff of Fees used for Persons in Terms of the Engineering Profession Act, 2000, Clause 3.2, as published in Government Gazette shall be used as a basis for the fee calculations.

The contract price must specify all travel and subsistence costs, as a general rule the contract price must include all travel and subsistence cost

As stated in the Tender part of this document, a maximum of 10% (ten %) discount on the standard “basic” fees, category factors as well as other allowable additional fees combined may be offered by the Bidder.

Specific ECSA rates towards site supervision will be taken at the time of construction.

Any “category factors” foreseen and allowed, such as provision for additional fees for Reinforced concrete and structural steel work will be as specified by ECSA.

The amounts and rates to be inserted in the Schedule of Activities shall be the full inclusive amounts to the Employer for the work described under the various payment items. Such amounts shall cover all the costs and expenses that may be required for the professional services described, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities, insurance and obligations set forth or implied in the Tender documents. ***A final contract price shall only be negotiated when the specific scope of work for a relevant discipline of engineering works was identified for implementation. The final contract price for professional fees, based on the specific scope of work, will be authorised by the Accounting Officer of the municipality on part 2 of the contract form (MBD 7.2 – Rendering of Services)***

The Bidder shall take into consideration when providing rates that he shall act as the Employer’s Agent in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993) and the Construction Regulations, 2003. Costs towards an individual safety consultant may be provided from the construction Tenders, not to be financed by the Bidder.

The Employer reserves the right to reduce or increase the scope of works according to the budget, or to terminate this contract, without payment of any penalty in this regard. The Bidder shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work or, in the case of termination, remuneration and/or reimbursement as described in Clause 8.4.3 of the Standard Professional Services contract.

C2.2 ACTIVITY SCHEDULE

(a) Roads and Storm water project category (R7 500 000 budget (Estimate))	
1. ECSA Fees as per latest ECSA fee calculator	R
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory)	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. Kilometers will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%
6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum: Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum: Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00
9. Percentage Markup	%
10. Costs (Item 8, plus item 9)	
11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

(b) Water & Wastewater treatment facilities/plants project category (R15 000 000 budget (Estimate))	
1. ECSA Fees as per latest ECSA fee calculator	R.....
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory))	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R.....
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. Kilometers will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%
6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum : Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum : Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00

9. Percentage Markup	%
10. Costs (Item 8, plus item 9)	
11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

(c) Bulk water and sewer networks and internal reticulation project category (R15 000 000 budget (Estimate))	
1. ECSA Fees as per latest ECSA fee calculator	R
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory)	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. Kilometers will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%
6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum : Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum : Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00
9. Percentage Markup	%
10. Costs (Item 10, plus item 11)	
11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

(d) Landfill Sites project category (R3 000 000 budget (Estimate))	
1. ECSA Fees as per latest ECSA fee calculator	R
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory)	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. Kilometers will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%

6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum: Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum: Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00
9. Percentage Markup	%
10. Costs (Item 10, plus item 11)	
11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

(e) Sport Facilities Project category (R5 000 000 budget (VAT Exclusive))	
1. ECSA Fees as per latest ECSA fee calculator	R
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory)	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. Kilometres will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%
6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum: Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum : Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00
9. Percentage Markup	%
10. Costs (Item 10, plus item 11)	

11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

(f) Electrical Engineering services Project category (R5 000 000 budget (VAT Exclusive))	
1. ECSA Fees as per latest ECSA fee calculator	R
2. Discount offered on fees (Maximum of 10% allowed) (Not Compulsory)	%
3. Fees Offered (Basic fee in item 1, less discount (if any) in item 2)	R
Recoverable Expenses (Disbursements): Must also include all supervision travel	
4. Provisional Sum: Rates will be Department of Public Works. kilometres will be measured from WILLISTON CBD.	R 50 000.00
5. Discount offered (if any) on Item 4 (No limit on Discount)	%
6. Recoverable expenses (Item 4, less discount in item 5)	
Site Supervision	
7. Provisional Sum : Hourly rates will be determined according to ECSA Guidelines	R 300 000.00
Allowances for services by others	
8. Provisional Sum : Example Surveyor, EAP, ECO, OHS, etc	R 100 000.00
9. Percentage Markup	%
10. Costs (Item 10, plus item 11)	
11. Net amount (VAT exclusive) = 3+6+7+10	
12. 15% VAT	
13. TOTAL OFFER (VAT INCLUSIVE) = 11+12	

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

PART C3: SCOPE OF WORK

C3.1 INTRODUCTION

The purpose of this tender is to appoint Professional Consulting Engineering firms which will serve on a panel of engineers to provide Civil and related Engineering services (Water, Sewer, Roads & Stormwater, Landfill Sites, Sport Facilities and Electrical engineering services) for various projects in the Karoo Hoogland Municipal jurisdiction to be executed on behalf of Karoo Hoogland Municipality for a period of three (3) years from appointment date.

C3.2 DESCRIPTION OF WORKS

Category 1:	Roads and Storm water
Category 2:	Water & Wastewater treatment facilities/plants
Category 3:	Bulk water and sewer networks and internal reticulation
Category 4:	Landfill Sites
Category 5:	Sport Facilities
Category 6:	Electrical Engineering services

C3.3 EMPLOYER OBJECTIVES

It is the objective of Karoo Hoogland Municipality to employ a panel of suitably qualified and experienced Professional Consulting Engineering firms to perform professional services for the Categories listed in clause C3.2 for a three-year period. The client reserves the right to appoint a service provider for any category and the appointment per category shall be based on the availability of funding and the municipal priority.

C3.4 OVERVIEW OF THE WORKS

The services to be provided will be for normal services as described in the latest ECSA Guideline Professional Fees (Scope of Services and Tariff of Fees for persons registered in terms of the Engineering Professions Act, 46 of 2000) and will include but not limited to the following (and for all multi-disciplinary categories as stipulated):

- **STAGE 1: Inception**
- **STAGE 2: Concept and Viability (Preliminary Design)**
- **STAGE 3: Design Development (also termed Detail Design)**
- **STAGE 4: Documentation and Procurement**
- **STAGE 5: Contract Administration and Inspection**
- **STAGE 6: Close Out**

C3.5 EXTEND OF THE WORKS

C3.5.1 STAGE 1: Inception

- 1) Assist in developing a clear project brief
- 2) Attend project initiation meetings
- 3) Advise on procurement policy for the project
- 4) Advise on the rights, constraints, consents and approvals
- 5) Define the scope of services and scope of work required
- 6) Conclude the terms of the agreement with the client
- 7) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigation where such information will be required for Stage 2 including the availability and location of infrastructure and services
- 8) Determine the availability of data, drawings and plans relating to the project
- 9) Advise on criteria that could influence the project life cycle cost significantly
- 10) Provide necessary information within the agreed scope of the project to other consultants involved

C3.5.2 STAGE 2: Concept and Viability (Preliminary Design)

- 1) Agree documentation programme with principal agent or consultant and other consultants involved
- 2) Attend design and consultants meeting
- 3) Establish the concept design criteria
- 4) Prepare initial concept design and related documentation
- 5) Advise the client regarding further surveys, analyses, tests and investigations which may be required
- 6) Establish regulatory authorities' requirements and incorporate into the designs
- 7) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents
- 8) Establish access, utilities, services and connections required for the design
- 9) Participate in coordinated design interfaces with architect or other consultants involved
- 10) Prepare preliminary designs, and related documentation for approval by authorities and client and suitable for costing
- 11) Provide cost estimates and life cycle as required
- 12) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved

C3.5.3 STAGE 3: Design Development (also termed Detail Design)

- 1) Review documentation programme with principal consultant and other consultants involved
- 2) Attend design and consultants' meetings
- 3) Incorporate client's and authorities' detailed requirements into the design
- 4) Incorporate other consultant's design and requirements into the design
- 5) Prepare design development drawings including draft technical details and specifications
- 6) Review and evaluate design and outline specification and exercise cost control
- 7) Prepare detailed estimates of construction cost
- 8) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved
- 9) Submit the necessary design documentation to local and other authorities for approval

C3.5.4 STAGE 4: Documentation and Procurement

- 1) Attend design and consultants meeting
- 2) Prepare specifications and preambles for the works
- 3) Accommodate services design
- 4) Check cost estimates and adjust designs and documents if necessary to remain within budget
- 5) Formulate the procurement Strategy for contractors or assist the principal consultant where relevant
- 6) Prepare documentation for contractor procurement
- 7) Review designs, drawings and schedules for compliance with approved budget
- 8) Call for tenders and/or negotiation of prices and/or assist the principal consultant or quantity surveyor where relevant
- 9) Liaise, co-operate and provide necessary information to the principal consultant and other consultants as required
- 10) Evaluate tenders
- 11) Prepare contract documentation for signature
- 12) Assess samples and products for compliance and design intent
- 13) Assist in pricing, documentation and tender evaluation as required when the detailed services for these activities are provided by others

C3.5.5 STAGE 5: Contract Administration and Inspection

- 1) Facilitate and attend site handover
- 2) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections
- 3) Carry out contract administration procedures in terms of the contract
- 4) Prepare schedules of predicted cash flow
- 5) Prepare pro-active estimates of proposed variations for client decision making
- 6) Facilitate and attend regular site, technical and progress meetings
- 7) Inspect works for conformity to contract documentation
- 8) The review the outputs of quality assurance and advise the contractor and client on adequacy and need for additional controls, inspections and testing.
- 9) Adjudicate and resolve financial claims by contractors
- 10) Assist in the resolution of contractual claims by the contractor
- 11) Establish and maintain a financial control system
- 12) Clarify details and descriptions during construction as required
- 13) Prepare valuations for payment certificates to be issued by the principal agent
- 14) Witness and review all tests and mock-ups carried out on site
- 15) Check and approve contractor drawings for compliance with contract documents
- 16) Update and issue drawings register
- 17) Issue contract instructions as and when required
- 18) Review and comment on operation and maintenance manuals, guarantee certificates and warranties
- 19) Inspect the works and issue practical completion and defects lists
- 20) Arranging for the delivery of all test certificates, including the Electrical Certificate of Compliance, statutory and other approvals, as built drawings and operating manuals
- 21) Assist Karoo Hoogland Municipality with Grant reporting in line with the Division of Revenue Act (DORA) requirements

C3.5.6 STAGE 6: Close Out

- 1) Inspect and verify the rectification of defects
- 2) Receive, comment and approve relevant payment valuations and completion certificates
- 3) Prepare and/or procure operations and maintenance manuals, guarantees and warranties
- 4) Prepare and/or procure as-built drawings and documentation

- 5) Conclude the final accounts where relevant

C3.5.7 ADDITIONAL SERVICES

Additional to the normal services provided by the Bidder in line with the latest ECSA Guideline Professional Fees (Scope of Services and Tariff of Fees for persons registered in terms of the Engineering Professions Act, 46 of 2000), unless specifically agreed otherwise between the Bidder and the employer. The agreement on the scope of services and remuneration shall be in writing and should, if at all possible, be concluded before such services are rendered.

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

PART C4: SITE INFORMATION

The Karoo Hoogland Local Municipality is a Category B municipality situated within the borders of Namakwa District in the Northern Cape Province. It is one of the six Municipalities that make up the Namakwa District and also the largest Category B municipality within the Namakwa District. It is situated in the south western part of the Northern Cape Province. It was established in terms of section of Local Government: Municipal Structures Act 117 of 1998. WILLISTON is the central business district of the Karoo Hoogland municipality. The municipality consists of the following settlements:

- Williston
- Fraserburg
- Sutherland

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

**PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL
OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS**

ANNEXURE A: EVALUATION CRITERIA FOR QUALITY/FUNCTIONALITY

KAROO HOOGLAND MUNICIPALITY

BID: KHM T003/05/2024

PROCUREMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP) TO SERVE ON PANEL OF PROFESSIONAL CONSULTING ENGINEERS FOR A PERIOD OF THREE (3) YEARS

FUNCTIONALITY CRITERIA

- Tenders will be evaluated for quality as in the tender data clause F3.11.5
- Bidders that score less than 75 out of 100 points for the Quality criteria will be regarded as submitting a non-responsive tender and will not be evaluated further for price and preference points.
- Unclear or incomplete information provided will result in no points being allocated. **(Ensure that the stipulated information is provided. Proposed formats are provided)**
- The Bid Evaluation Committee reserves the right to request any documentation required to perform a meaningful evaluation of quality provided that the information does not change the competitive advantage of the Bidder.
- Quality evaluation will be done per disciplined tendered for and supporting documentation must be submitted accordingly.
- The following criteria will be used to calculate points for the quality evaluation of tenders and bidders should ensure that they submit all relevant information needed for evaluation

(NB *should tables be too small for completion, make a replica, complete and staple to page where applicable and indicate on document table as “see attached”)

Table 1: Quality/Functionality Criteria

CRITERIA		MAXIMUM POINTS	BIDDER SCORE
1	Description of General Quality Criteria (excluding project specific criteria as indicated below)	60	
2	Description of Project Discipline Quality Criteria	30	
3	Locality	10	
TOTAL		100	

Quality criteria are further divided as follow and points will be awarded as indicated below:

(NB. The page number as to where information can be obtained relevant to each criterion, must be provided in the column in the table with the heading “(Page number) to supporting documentation”. This is important for the evaluation committee to do a meaningful evaluation.)

Table 2: Criterion 1: Score Sheet

DESCRIPTION					MAXIMUM NUMBER OF POINTS PER CATEGORY	BIDDER SCORE	REFERENCE PAGE NR (FOR SUPPORTING DOCS)
a) <u>Permanent Employment (refer to summary below for detailed description)</u>					25		
Organisation and support personnel resources							
Management (ECSA - Registered professionals)	Pr Engineer/Pr Technologist	3 to 5 Years	1	MAX POINTS (6)			
		5 to 10 Years	3				
		> 10 Years	6				
ECSA/SACPCMP Registered professionals (Management staff not included)	Pr Engineer	3 to 5 Years	4	MAX POINTS (15)			
		5 to 10 Years	6				
		> 10 Years	8				
	Pr Technologist	3 to 5 Years	2				
		5 to 10 Years	3				
		> 10 Years	7				
	Pr Technician	3 to 5 Years	1				
		5 to 10 Years	2				
		> 10 Years	3				
	SACPCMP Professional	3 to 5 Years	2				
		5 to 10 Years	3				
		> 10 Years	5				
Supporting Technical personnel	Engineer and or Technologist		2	MAX POINTS (4)			
	Technician		1				
	Draftsmen		1				
b) <u>Experience in Region (Northern Cape Province)</u>					10		
Points scored for every Scope of Works related project value successfully completed within the Northern Cape Province as per table below (of which Bidder was the consultant), through the entire project cycle (Stage 1 to Stage 6)							
Construction Project Value	Nr of Projects		Max Points				
>R500k< R1.5mil	1 Projects (1 point per project)		1				
>R1.5mil < R2.5mil	1 to 2 Projects		3				

	(1.5 points per project)																						
>R2.5mil < R5mil	1 to 2 Projects (2 points per project)	4																					
>R5mil < R10mil	1 to 2 Projects (3 points per project)	6																					
>R10mil	1 to 2 Projects (5 points per project)	10																					
<p>Provide a detailed list of relevant projects completed with project description and region on inserted table. Reference letter from client must be provided.</p> <p>(NB the maximum score is 10. If the score amounts to 26 for example you only score 10 for the category)</p>																							
<p>c) <u>Knowledge of Municipal Environment</u></p> <p>Points scored for every Scope of Works related project value successfully completed for a municipal client as per table below (of which Bidder was the consultant), through the project cycle (Stage 1 to Stage 6)</p> <table><tr><td>Construction Project Value</td><td>Nr of Projects</td><td>Max Points</td></tr><tr><td>>R500k< R1.5mil</td><td>1 Projects (1 point per project)</td><td>1</td></tr><tr><td>>R1.5mil < R2.5mil</td><td>1 to 2 Projects (1.5 points per project)</td><td>3</td></tr><tr><td>>R2.5mil < R5mil</td><td>1 to 2 Projects (2 points per project)</td><td>4</td></tr><tr><td>>R5mil < R10mil</td><td>1 to 3 Projects (4 points per project)</td><td>12</td></tr><tr><td>>R10mil</td><td>1 to 3 Projects (5 points per project)</td><td>15</td></tr></table> <p>Provide a reference letter on the municipal letter head with details of relevant projects successfully completed with project description and project values as evidence. The projects must be different projects than the projects listed in category 1(b) above</p> <p>(NB the maximum score for the category is 15. If the score amounts to 18 for example the Bidder only score 15 points for the category)</p>			Construction Project Value	Nr of Projects	Max Points	>R500k< R1.5mil	1 Projects (1 point per project)	1	>R1.5mil < R2.5mil	1 to 2 Projects (1.5 points per project)	3	>R2.5mil < R5mil	1 to 2 Projects (2 points per project)	4	>R5mil < R10mil	1 to 3 Projects (4 points per project)	12	>R10mil	1 to 3 Projects (5 points per project)	15	15		
Construction Project Value	Nr of Projects	Max Points																					
>R500k< R1.5mil	1 Projects (1 point per project)	1																					
>R1.5mil < R2.5mil	1 to 2 Projects (1.5 points per project)	3																					
>R2.5mil < R5mil	1 to 2 Projects (2 points per project)	4																					
>R5mil < R10mil	1 to 3 Projects (4 points per project)	12																					
>R10mil	1 to 3 Projects (5 points per project)	15																					
<p>d) <u>Professional Bodies</u></p> <p>Registration of company with CESA / SABTACO</p> <p>3 points will be given for registration at Consulting Engineers South Africa (CESA) / South African Black Technical and Allied Careers Organisation (SABTACO)</p>			3																				

(Please attached proof of registration)			
e) Labour Intensive Project Experience Trained employee (only one required) with knowledge of labour-intensive construction (LIC) methods 2 points for an in-office employee with NQF 7 certification in labour intensive construction	2		
f) Quality Assurance Quality assurance systems which ensure compliance with stated employer's requirements <ul style="list-style-type: none"> 5 points for ISO 9001: Certification/application 1 point for full implementation of CESA / SABBACO administrative system or equivalent quality management system 	5		
TOTAL EVALUATION POINTS FOR GENERAL QUALITY CRITERIA	60		

CRITERION 1 (a): DESCRIPTION OF GENERAL QUALITY CRITERIA: PERMANENT EMPLOYMENT

The Tenderer must have the key personnel in his permanent employment as stipulated in the breakdown at the close of bid in order to qualify for the quality evaluation points.

The key personnel must be registered with the Engineering Council of South Africa (ECSA) and the South African Council for the Project and the Construction Management Profession (SACPCMP) as stipulated in the breakdown.

Proof of Qualifications and registration status of key permanent personnel must be provided in order to be evaluated for Quality. Please ensure that detailed supporting documents are provided and also reference where the supporting documents can be obtained in your document.

Table 3: Category 1 a: Example for supporting document format (Pr certificate to be attached)

Name	Job Title	Qualification	ECSA or SACPCMP Reg Nr	Nr of years relevant experience

CRITERION 1(b): DESCRIPTION OF GENERAL QUALITY CRITERIA: EXPERIENCE IN REGION

Detailed summary list must be provided with the Tender Submission, which must have sufficient detail to indicate relevant projects (As per Scope of Works) completed by the Bidder, through the entire project value cycle (Stage 1 to Stage 6), within the Northern Cape Region Province.

Bidders must provide a reference letter from the employer/ client for all summary of work provided in Table 4. **Failure to do this will result in the bidder to be regarded as non- responsive.**

Table 4: Example for list of Regional projects successfully completed:

Project Description	Town & Municipality	Summary of work/Scope of work	Project Value

CRITERION 1(c): DESCRIPTION OF GENERAL QUALITY CRITERIA: KNOWLEDGE OF MUNICIPAL ENVIRONMENT

Detailed summary list must be provided with the Tender Submission, which must have sufficient detail to indicate related municipal projects (As per Scope of Works) completed by the Bidder, through the entire project value cycle (Stage 1 to Stage 6).

Bidders must provide a reference letter on the municipal letter head with details of relevant projects successfully completed with project description and project values as evidence from the employer/ client for all summary of work provided in Table 5. **Failure to do this will result in the bidder to be regarded as non- responsive.**

Table 5: Example for Projects successfully completed for Municipal Clients:

Project Description	Town & Municipality	Summary of work/Scope of work	Project Value

CRITERION 1(d): DESCRIPTION OF GENERAL QUALITY CRITERIA: PROFESSIONAL BODIES

It is generally expected that a consulting engineering company should function under the umbrella of CESA / SABTACO. A copy of membership registration must be provided with the Tender submission, which must clearly indicate the current registration of the Bidder.

Table 6: Company registration with CESA / SABTACO or relevant professional bodies

Date of registration	Registration number	Name of registered company

CRITERION 1(e): DESCRIPTION OF GENERAL QUALITY CRITERIA: LABOUR INTENSIVE PROJECT EXPERIENCE

In-office trained personnel (one person required) with knowledge of Labour-Intensive Projects / Labour Intensive Construction (LIC) and/or Extended Public Works Programme (EPWP) methods.

Due to high unemployment, maximum use of labour-intensive construction methods should be followed. It is therefore important that the Bidder have suitably qualified personnel with relevant training and experience to implement labour intensive construction methods.

Table 7: Example for evidence for LIC personnel

NQF Qualification obtained in Labour Intensive Construction	Name of staff member in office	Year completed

CRITERION 1(f): DESCRIPTION OF GENERAL QUALITY CRITERIA: QUALITY ASSURANCE

Quality assurance systems employed by the Bidder in his office in order to ensure compliance with stated employer's requirements ISO 9001: 2000 Certification is required: Bidders who are certified as being compliant to the International Organisation for Standardisation's ISO 9001: quality management standard or application with evidence of previously started process must be attached in order to qualify

Bidders who are following a quality management standard as set out by CESA/SABTACO may be considered for full application of this system. The extent of the use of this system must be attached in order to qualify for these points.

Table 8: Quality assurance system

Quality assurance system in office	Date of implementation / application
ISO 9001: Certification	
CESA / SABTACO system	

Note: Where the entity Tendering is a joint venture, provided one of these parties is ISO 9001: 2000 certified, and it has been indicated on the work plan submitted that the party will take responsibility for quality management and then the joint venture will be considered in this respect

CRITERION 2: DESCRIPTION OF PROJECT DISCIPLINE QUALITY CRITERIA

The Bidder must proof competence for each category of work to be procured as per the scope of work. **A project team must be provided** for the following categories in order to proof that the Bidder has the required skilled personnel for each category of works:

Category 1: Roads and Storm water
Category 2: Water & Wastewater treatment facilities/plants
Category 3: Bulk water and sewer networks and internal reticulation
Category 4: Landfill Sites
Category 5: Sport Facilities
Category 6: Electrical Engineering Services

The project team must include an experienced designer for the category of work as well as experienced personnel to perform the construction monitoring. Only the design personnel and construction monitoring personnel will be evaluated for quality.

Each project team per category must have a team leader with the relevant expertise in the specific discipline. The Bidder must provide proof of relevant experience. **One team leader for all categories will not be accepted.**

Table 9: Example format for Project Teams

Name	Job Title	Qualification	ECSA or SACPCMP Reg Nr	Nr of years relevant experience
Category 1: Roads and Storm water				
Category 2: Water & Wastewater treatment facilities/plants				
Category 3: Bulk water and sewer networks and internal reticulation				
Category 4: Landfill Sites				
Category 5: Sport Facilities				
Category 6: Electrical Engineering Services				

Table 10: Criterion 2: Score sheet

DESCRIPTION	MAXIMUM NUMBER OF POINTS	BIDDER SCORE	(PAGE NUMBER) TO SUPPORTING DOCUMENTA TION																
<p>(a) Design Experience</p> <p>Expertise of design engineer per discipline (must be a registered Professional Engineer / Technologist)</p> <p>Category 1: Roads and Storm water</p> <p>A min of 8 years’ relevant design experience required specific to the roads and storm water discipline in order to qualify for the discipline</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Category 2: Water & Wastewater treatment facilities/plants (Waste Water Treatment must include conventional treatment and not only oxidation ponds. Proof must be submitted)</p> <p>A min of 8 years’ relevant design experience required specific to the Water & Wastewater treatment facilities/plants water discipline in order to qualify for the discipline</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Category 3: Bulk water and sewer networks and internal reticulation</p> <p>A min of 8 years’ relevant design experience required specific to the Bulk water and sewer networks and internal reticulation water discipline in order to qualify for the discipline</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Category 4: Landfill Sites</p> <p>A min of 5 years’ relevant design experience required specific to the landfill sites discipline in order to qualify for the discipline</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point			Years’ Experience	Point			Years’ Experience	Point			Years’ Experience	Point			15		
Years’ Experience	Point																		
Years’ Experience	Point																		
Years’ Experience	Point																		
Years’ Experience	Point																		

<p>Category 5: Sport Facilities</p> <p>A min of 5 years’ relevant design experience required specific to the sport facilities discipline in order to qualify for the discipline in order to qualify for the discipline</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Category 6: Electrical engineering Services</p> <p>A min of 10 years’ relevant design experience required for up to 66kV electrical infrastructure in order to qualify for the discipline (The municipality has 11, 22, 33 & 66kV electrical networks)</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Note.</p> <p>A bidder must achieve the min required score for design experience in each category. If a bidder only bids for 1 category the bidder achieves the full 15 points for the category. If the bidder bids for all the categories the bidder also only scores the 15 points in total provided the min experience was scored per discipline. Although a Bidder might bid for all the categories the municipality reserves the right to only appoint the bidder for a specific category of works. The bidder must achieve the min required score for both design experience and construction monitoring in order to be eligible for a specific discipline.</p>	Years’ Experience	Point			Years’ Experience	Point					
Years’ Experience	Point										
Years’ Experience	Point										
<p>(b) Construction Monitoring</p> <p>Category 1: Roads and Storm water</p> <p>A min of 5 years’ relevant construction monitoring experience required</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table> <p>Category 2: Water & Wastewater treatment facilities/plants</p> <p>A min of 5 years’ relevant construction monitoring experience</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point			Years’ Experience	Point			15		
Years’ Experience	Point										
Years’ Experience	Point										

<p>Category 3: Bulk water and sewer networks and internal reticulation</p> <p>A min of 5 years’ relevant construction monitoring experience</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point					
Years’ Experience	Point						
<p>Category 4: Landfill Sites</p> <p>A min of 5 years’ relevant construction monitoring experience</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point					
Years’ Experience	Point						
<p>Category 5: Sport Facilities</p> <p>A min of 5 years’ relevant construction monitoring experience</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point					
Years’ Experience	Point						
<p>Category 6: Electrical engineering Services</p> <p>A min of 5 years’ relevant construction monitoring experience</p> <table><tr><td>Years’ Experience</td><td>Point</td></tr><tr><td></td><td></td></tr></table>	Years’ Experience	Point					
Years’ Experience	Point						
<p>Note.</p> <p>A bidder must achieve the min required score for construction monitoring in each category. If a bidder only bids for 1 category the bidder achieves the full 15 points for the category. If the bidder bids for all the categories the bidder also only scores the 15 points in total provided the min experience was scored per discipline. Although a Bidder might bid for all the categories the municipality reserves the right to only appoint the bidder for a specific category of works. The bidder must achieve the min required score for both design experience and construction monitoring in order to be eligible for a specific discipline.</p>							
<p>TOTAL EVALUATION POINTS FOR PROJECT FIELD QUALITY CRITERIA</p>	<p>30</p>						

Notes:

Where the entity Tendering is a joint venture a score for track record will be awarded to each party to the joint venture, which will then be combined in proportion to the percentage contribution of each party to the joint venture.

CRITERION 2(a): DESCRIPTION OF PROJECT DISCIPLINE QUALITY CRITERIA: DESIGN EXPERIENCE

Quality points to be scored for the design experience will be scored as indicated in the breakdown on the scoresheet. It is important to note that the objective of the municipality is to appoint a panel of Professional Service Providers (PSP) and reserves the right to procure the most suitable PSP per category. It is further important to note that a bidder can only obtain a maximum of 15 points per category or 15 points for all the categories. If a bidder only bids for 1 category the bidder achieves the full 15 points. If the bidder bids for more than one category or all the categories the bidder also only achieves the max 15 points provided the min design experience was scored. **During evaluation each specific categories tendered by Bidders will be reduced to a comparative offer in order to get to the preferred bidder/s for that specific category.**

Table 11: Example for Design Expertise per category

Category	Name	Job Title	No of years Design Experience (verifiable CV) Provide project list for design engineer	Maximum number of tender evaluation points 15 BIDDER SCORE
Category 1: Roads and Storm water				
Category 2: Water & Wastewater treatment facilities/plants				
Category 3: Bulk water and sewer networks and internal reticulation				
Category 4: Landfill Sites				
Category 5: Sport Facilities				
Category 6: Electrical engineering services				

CRITERION 2(b): DESCRIPTION OF PROJECT FIELD QUALITY CRITERIA: CONSTRUCTION MONITORING

Quality points to be scored for the construction monitoring will be scored as indicated in the breakdown on the scoresheet. It is important to note that the objective of the municipality is to appoint a panel of Professional Service Providers (PSP) and reserves the right to procure the most suitable PSP per category. It is further important to note that a bidder can only obtain a maximum of 15 points per category or 15 points for all the categories. If a bidder only bids for 1 category the bidder achieves the full 15 points. If the bidder bids for more than one category or all the categories the bidder also only achieves the max 15 points provided the min experience for construction monitoring was scored. During evaluation each specific category tendered by Bidders will be reduced to a comparative offer in order to get to the preferred bidder for that specific category.

Table 12: Example for Construction Monitoring per category

Category	Name	Job Title	No of years Design Experience (verifiable CV) Provide project list for design engineer	Maximum number of tender evaluation points 15 BIDDER SCORE
Category 1: Roads and Storm water				
Category 2: Water & Wastewater treatment facilities/plants				
Category 3: Bulk water and sewer networks and internal reticulation				
Category 4: Landfill Sites				
Category 5: Sport Facilities				
Category 6: Electrical engineering services				

CRITERION 3: LOCALITY

Locality	Maximum number of tender evaluation points	BIDDER SCORE
a. Namakwa District Municipality	10	
b. Northern Cape	5	
c. Other	1	
TOTAL EVALUATION POINTS FOR LOCALITY CRITERIA	10	

Local office

The address of the local office must be indicated on Schedule below. The municipal Bill or Lease agreement will be used to verify the business location.

The Municipality reserves the right to inspect the offices of bidders and the office should have been established before the tender closes. Offices should remain in operation for the duration of the tender period otherwise the contract will be terminated with immediate effect.

Table 13: Local Office details

Physically Address of office	
Postal Address of office	
Telephone number	
Fax number	
E-mail	
Contact Person	