

Guidelines on Specification for Procuring Services

Guideline for Terms of reference

This tender is for the appointment of a Panel of 08 Contractors for *repair or replacement of collapsed sewer and water pipeline for a period of three years (as and when required) within Moqhaka Municipality* for a period of 3 years.

A. Background

The Technical Department (Water and Sanitation) division experience a challenge of aged clay sewer pipes and old AC pipe that need serious and urgent repair or replacement, this also need certain equipment's to execute the work which the municipality does not have capacity to do. This affect the service delivery negatively and put more financial stress to the municipality which lead to countless deviation which is the finding. Some of the sewer pipelines are running under the building in a private property which makes even more difficult do perform maintenance or repairs if need be.

B. Scope of Work / Terms of Reference

The service provider must: be able to replacement and repair of:

- **SEWERAGE PIPELINE:**
150 mm to 600 mm
Class 12 to class 32 heavy duty UPVC
Use CCTV camera for the inspection of the lines
- **WATER PIPELINE:**
150mm to 700mm
Class 12 to 24 UPVC pipe
Pipe Jacking

Refer to Annexure B for the Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and escalation will be provided for as per the Service Level Agreement (SLA) from the second (2nd) year and third (3rd) year.

C. Panel

In this panel, the municipality will appoint a maximum of **8** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

D. Sourcing of Quotations

Quotations will be requested only from the service providers appointed on the panel on a **rotation basis** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required service within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

F. CIDB Grading

4 CE CIDB Grade or Higher
CIDB GRADING IS COMPULSORY

SAFETY PLAN SUBMISSION IS COMPULSORY

G. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. See attached table 1 that sets out the specific goals for this tender.

H. Duration of the Contract

State how long the contract will take

3 Years

I. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects.		30	For the Bidder(s) to be considered, the bidder(s) must provide written and signed appointment letters on a letterhead from clients. Appointment letters and Completion of similar projects (Repair and replacement of collapsed sewer and water pipeline / Construction of Similar work) with contact details for references that can be contacted by the Municipality to confirm that appointment letter is valid.
• 5 or more Projects	5		
• 4 Projects	4		
• 3 Projects	3		
• 2 Projects	2		
• 1 Projects	1		
• No Projects	0		
Personnel references with Project Manager or Sit Agent experience on Similar projects		15	Provide the name of your key personnel with list of relevant/same projects they have completed (on their CVs)
• 5 projects or more experience	5		
• 4 projects experience	4		
• 3 projects experience	3		
• 2 projects experience	2		
• 1 projects experience	1		

• No projects experience	0		
Onsite Full time Personnel Required: Engineering Technician/ Artisan Plumber with trade test Plant operator Skilled labour		15	Attached Valid Certified copies of certificates, id copies, Professional registration, trade test certificate and CV Personnel CV listed above with relevant to the personnel were applicable.
• Engineering Technician/ Artisan, Plumber with trade test. Plant operator, OHS officer and Skilled labour	5		
• Engineering Technician/ Artisan, Plumber with trade test, Plant operator and OHS Officer	4		
• Engineering Technician/ Artisan, Plumber with trade test and Plant operator	3		
• Engineering Technician/ Artisan and Plumber with trade test	2		
• Engineering Technician/ Artisan	1		
• No personnel documents attached	0		
Fleet required. Lowbed truck, Excavator, TLB, Tipper truck, Mobile pump and LDV van		35	Attached valid ownership Natis document or Valid signed rental/letter of intent agreement. NB: Attached Modification documents if the vehicle was modified.
• Lowbed truck, Excavator, TLB, Tipper truck, Mobile pump and LDV van	5		
• Lowbed truck, Excavator, TLB, Tipper truck ,LDV Van	4		
• Lowbed truck, Excavator, TLB and Tipper truck	3		
• Lowbed truck, Excavator and TLB	2		
• TLB and LDV van	1		
• No Fleet documents attached.	0		
Response Time		5	Attached binding letter of respond time by the tendering company
• 24hrs	5		
• 2 days	4		
• 3 days	3		
• 4 days	2		
• 5 days	1		
• Nothing attached	0		
MAXIMUM POSSIBLE SCORE		100	