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**ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

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

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Supply and Delivery of LDV Single Cab Vehicle	ELM-2/013/2022-2023	Wednesday, 30 November 2022	Ms L. Ntshauzana Tel. 045 932 8219 E-mail: lindintshawuzana@elundini.gov.za
Supply and Delivery of LDV Double Cab Vehicle	ELM-2/014/2022-2023	Wednesday, 30 November 2022	Ms L. Ntshauzana Tel. 045 932 8219 E-mail: lindintshawuzana@elundini.gov.za
Provision of Physical security services for the period of 3 years	ELM-4/021/2022-2023	Thursday, 15 December 2022	Ms M. Ramarou Tel. 045 932 8261 E-mail: ramaroum@elundini.gov.za
COMPULSORY BRIEFING: Town: Tlokoeng Venue: Municipality Town Hall Date: Tuesday, 15 November 2022 Time: 10H00	COMPULSORY SITE INSPECTION: Place Tlokoeng Municipal Offices and around town Time: 10H30	COMPULSORY SITE INSPECTION: Place: Nqanqarhu Municipal Offices and around town Time: 12H00	COMPULSORY SITE INSPECTION: Place Ugie Municipal offices and around town Time: 13H15

1. To supply and delivery of one (1) LDV Single Cab Vehicle which will be utilised as pool vehicle and will be delivered to Nqanqarhu
2. To supply and delivery of one (1) LDV Double Cab Vehicle which will be utilised as pool vehicle and will be delivered to Nqanqarhu.
3. The Municipality is looking for three (3) suitably qualified and experienced service providers to provide 24/7 physical guards security services within Nqanqarhu, Ugie and Tlokoeng municipal offices and other sites for a period of three (3) years

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

Stage 1 of Evaluation: Eligibility Criteria: ELM-4/021/2022-2023 will be available on Tender Data that will be uploaded on Elundini Local Municipality Website, www.elundini.gov.za and will also be attached on the tender document. **Bidders with non-compliant with the requirements of the eligibility criteria will be disqualified and not be considered for further evaluation stage (functionality).**

Stage 2 of Evaluation: ELM-4/021/2022-2023 – Quality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Maximum number of points
PSIRA registration and letter of Good Standing	10
Company vehicle and equipment	25
ICASA certification	10

Corporate security experience and professional conduct of bidder	25
Proposed Methodology	30
Total Points	100

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

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

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

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

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

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

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



JACK MDANI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

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

2. Agreement

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

3. Completion of Bid Documents

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

4. Alteration or Qualification of Bid

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

5. Signatory

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

6. Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Wednesday, 30 November 2022.**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

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

8. Tax Clearance Certificate , Tax Matters and VAT

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

9. Evaluation of Bids

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

10. Acceptance or Rejection of a Bids

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

11. Registration on Accredited Supplier Database

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

12. BBBEE Certificate

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

13. Tender offers will only be accepted if:-

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

14. Requirements for the Joint Venture

- a) J V agreement,

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

15. Site / Information Meetings

None

16. Procurement Policy

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

17. Expenses Incurred in Preparation of Bid

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

18. Wrong Information Furnished

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

19. Validity Period

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

20. General and Special Conditions of Contract

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

21. Municipal Rates, Taxes and Charges

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

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

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

22. Contact with Municipality after Bid Closure Date

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

23. Vetting Of The Supplier/Due diligence

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

**SPECIFICATIONS
& SCHEDULE OF QUANTITIES**

Specification for Supply and Delivery of LDV Single Cab

Project Description

The Elundini Local Municipality is looking for service provider to supply and deliver pool vehicle which will be utilised by the municipal employees to attend to their daily operations, conducting of site inspection, attending and various uses required of municipal vehicle

1. Single Cab Specification

1. GENERAL SPECIFICATION	
Number of Vehicle(s)	One
Body Shape	1x Single Cab
Fuel Type	Diesel
New / Used	New
Model	2022
2. TECHNICAL SPECIFICATION	
Engine Capacity	2.4 L
Power Kw	110kw
Transmission	5 Manual Gear
Wheels Driven	4x2
3. INTERIOR	
Seats	Fabric
Air conditioner	Required
Electric Windows (Front)	Required
Seating Capacity	2
Cabin hole	Required
Audio System(FM Radio, Bluetooth, USB)	Required
4. EXTERIOR	
Paint Colour	White
Tyres	R15 Inch
Ground Clearance (mm)	194
Side Step	Required
5. SAFETY & SECURITY	
Anti-lock Braking System(ABS)	Required
Remote Central Locking	Required
6. Service Plan & Warranties	
Service Plan (Years/ km)	9 services / 90 000km
Warranty and road assistance (Years)	3 Years / 100 000km
Anti-corrosion warranty	5years / unlimited km
Service plan	12 months / 10 000 km
7. Extras	
Towbar	Required
	Branding vehicle with municipal logo

8 Registration and Licencing

Tenderer will be required to register & license the vehicles and provide metal number plates.

9 Financing Method

Payable within 30 Days upon delivery.

10 Delivery

The vehicles must be delivered to Elundini Municipality, 1 Sellar Street, Maclear, 5480.

11 Pricing Summary

Item	Description	Qty	Unit Price	Total Price
#1	Singe Cab Vehicle	1		
#2	Branding with municipal logo	2		
#3	Licensing & Registration	1		
#4	Towbar	1		
	TOTAL			
	VAT			
	TOTAL INCLUDING VAT			

12 Brochures

Bidders must submit an illustrated brochure of the vehicle /s being offered.

13 Service and Maintenance

Agreement to be entered into for the service and maintenance of the vehicle during its use life at manufacturer approved dealership/ workshop.

14 Bidders not fully compliant with the specification will be deemed non-responsive.

15 Branding

Municipal logo on two front doors

