



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	Tender Documents			
	Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy			
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.			
4	Communication. The Employer’s Representative is; <table><tr><td> <u>Accounting Officer:</u> Mrs MM SKOSANA P. O. Box 437 Middelburg 1050. Tel : 013 249 2006 </td><td> <u>Procurement Eng.</u> Mr SI MASILELA P.O. Box 437 Middelburg 1050 013 249 2104 </td><td> <u>Technical Enquiries.</u> Mr SS LINKS P.O. Box 437 Middelburg 1050 Tel : 013 249 2161 </td></tr></table>	<u>Accounting Officer:</u> Mrs MM SKOSANA P. O. Box 437 Middelburg 1050. Tel : 013 249 2006	<u>Procurement Eng.</u> Mr SI MASILELA P.O. Box 437 Middelburg 1050 013 249 2104	<u>Technical Enquiries.</u> Mr SS LINKS P.O. Box 437 Middelburg 1050 Tel : 013 249 2161
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.
6	Tenderer Obligations 6.1 The Council retains the right to call for any additional information that it may deem necessary 6.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss 6.3 If a Tenderer, or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract. 6.4 At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
7	Professional indemnity insurance The employer shall not award a contract to any tenderer that does not hold a letter of intent on Professional indemnity insurance of at least R500 000.00 per claim
8	Compensation of tendering The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
9	Check documents



	The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission. Nkangala District Municipality reserves the right to request the bidder to submit original documents (as detailed in the proposed key personnel of the tender document and but not limited to, qualifications of key personnel) for review and certification by its Commissioner of Oath.						
10	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation In submitting any information or documentation requested in this tender or any other information that may be requested pursuant to this Tender, you are consenting to the processing by NDM or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify NDM against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.						
11	Eligibility Only those tenderers who satisfy the following criteria are eligible to submit tenders: • South African National Accreditation System (SANAS) accredited professional service providers with adequately equipped laboratory facility for the water quality analysis. • SANAS accreditation Laboratory certificate with schedule of accreditation must be 60% or higher on elements to be analyzed. (see scope of work)						
12	Clarification Meeting Compulsory briefing session to be held as follows: <table border="1"> <tr> <td>Closing Time:</td><td>10:00</td></tr> <tr> <td>Briefing Date:</td><td>20th September 2024</td></tr> <tr> <td>Location:</td><td>NDM offices</td></tr> </table>	Closing Time:	10:00	Briefing Date:	20th September 2024	Location:	NDM offices
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13	Submitting tender offer:						
13.1	No Tender document will be considered unless submitted on Council's Official Tender Document						
13.2	Return all the returnable documents to the employer after completing them.						
13.3	Tenders must be deposited in the tender box clearly marked: Project No. 274: Appointment of accredited laboratory service provider to conduct water quality monitoring analysis within Nkangala District Municipality for a period of three years. Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered						
13.4	All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time.						



13.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered						
14	Closing Time:						
14.1	The time and location for opening of the Tender offers are: <table border="1"> <tr> <td>Closing Time:</td><td>12:00</td></tr> <tr> <td>Closing Date:</td><td>17th October 2024</td></tr> <tr> <td>Location:</td><td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td></tr> </table>	Closing Time:	12:00	Closing Date:	17th October 2024	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.						
15	Pricing the tender State the rates and prices in Rand						
16	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document						
17	Alternative tender offer. No alternative tender offers will be considered or accepted						
18	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.						
19	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.						
20	Tender evaluation points The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 point system shall be applicable. Preference points for this bid shall be awarded for: (a) Price; and (b) Specific Goals						



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The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals must not exceed	100

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Evaluation of Tenders

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of the Supply Chain Management Policy of the NDM.

The Bidders responsiveness in relation to points is therefore summarized as follows:

Personnel Qualifications & Registrations	45
Company resources	20
Company experience and accreditation	30
Sub-Total	95

A firm must obtain a minimum of 60 points out of the 95 points above to be considered for price and Specific Goals evaluation.

Project Leader: (Points obtainable 25)

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Degree in the field of Analytical Chemistry (NQF level 7)	No	10	
	Diploma in the field of Analytic Chemistry (NQF level 6)	No	8	
	Any certificate on Analytical chemistry below NQF level 5	Yes	0	
Professional Registration	Professional body Water Institute of Southern Africa	No	5	
	No proof of registration with Professional body Water Institute of Southern Africa	No	0	
Sub-total			15	
		Elimination Factor		



Years of experience after qualification	0-1	Yes	0	
	2-3	No	3	
	4-5	No	4	
	6 upwards	No	5	
Sub-Total			5	
Involvement in comparable projects	1-2	No	2	
	3-4	No	4	
	5 upwards	No	5	
Sub-total			5	
Total			25	

Senior Laboratory Technician (Maximum points obtained 20)

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Academic Qualifications	Degree in the field of Analytic Chemistry (NQF level 7)	No	8	
	Diploma in the field of Analytic Chemistry (NQF level 6)	No	6	
	Any certificate on Analytical chemistry below NQF level 5	Yes	0	
Professional Registration (Note 2)	Professional body Water Institute of Southern Africa	No	2	
Sub-total			10	
		Elimination Factor		
Years of experience after qualification (Note 3)	0-1	No	0	
	2-3		2	
	4-5	No	4	
	6 upwards	No	5	
Sub-Total			5	
Involvement in comparable projects (Water Quality Analysis,	0-1	No	0	
	2-3	No	2	
	4-5	No	4	



lab technician)	6 upwards	No	5	
Sub-Total			5	
Sub-total			10	
Total			20	

Physical and Other Resources

It must be noted that a total of **20 points** is allocated to laboratory services in relation to the infrastructure and facilities requirements as mentioned on the table below.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Company Building (Note 1)	Laboratory premises leased	No	5	
	Laboratory premises owned	No	8	
Sub-total			8	
Laboratory Instrumentation note 2	Inductive Couple Plasma (ICP) x 1	No	2	
	Flow Injection Analyser (FIA) X 1	No	2	
	Gas Chromatograph Mass Spectra Meters (GCMSM)	No	2	
	Incubators and Sterilisers	No	2	
Sub-total			8	
ICT Resources (Note 2)	Computer, Laptop, internet, telephone	No	2	
Sub-total			2	
Company's vehicles (Note 3)	Vehicles x 1	No	2	
Sub-total			2	
Total			20	



Company Experience and proof of registration with SANAS

It must be noted that the experience of the firm carries a maximum of **30 points**. If proof of appointment letters, or purchase order, and testimonials not provided, then the bidder shall score a zero (0) in this category.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	
Company experience in terms of similar projects completed (water quality analysis) note 4	0 projects	Yes	0	
	1-2 projects	No	10	
	3-5 Projects	No	15	
	6 - 10 Projects	No	20	
Total			20	
Proof of laboratory accreditation with SANAS	Proof of SANAS accreditation 60% or above	No	10	
	SANAS accreditation below 60%	Yes	0	
subtotal			10	
Total			30	

Note 1: Company building

Company needs to submit proof of ownership of the building in a form of municipality rates that is in the name of the company or one of the directors and in a case where the company is leasing the lease agreement together with the municipality rates on the lessor's name is required.

Note 2: Hardware Resources and Software Resources

Proof of company's asset register with the required listed resources must be attached

Note 3: Vehicle

Proof of ownership of Light Delivery Vehicle (LDV) in form of vehicle registration certificates in the name of the company or that of the directors. Proof of leasing of the delivery vehicles to be attached in case where a delivery vehicle is being leased; failure to provide such a proof will result in the bidder scoring zero (0) points. The following documents must be attached where a vehicle is being leased:

- Lease agreement signed by both parties
- Registration documents of delivery vehicle in the name of the lessor.

Note 4: Company Experience

Proof of company's involvement in water quality services in a form of appointment letters or Purchase orders and testimonial letters of completed projects implemented by the service provider with contactable references.



22.1	The following steps will be followed in evaluation; 1. Determination of whether or not tender offers are complete. 2. Determination of whether or not tender offers are responsive. 3. Determination of the reasonableness of tender offers. 4. Confirmation of the eligibility of preferential points claimed by tenderers. 5. Determination of expertise and experience of tenderers. 6. Awarding of points for financial offer. 7. Ranking of tenderers according to the total points
22.2.1	Technical adjudication and General Criteria ▪ Tenders will be adjudicated in terms of inter alia: ▪ Compliance with Tender conditions ▪ Technical specifications If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected. With regard to the above, certain actions or errors are unacceptable and warrants REJECTION OF THE TENDER, for example ▪ Pages to be completed, removed from the Tender document, and have therefore not been submitted. ▪ If tender document is not fully completed as required and as stipulated in the tender data. ▪ If any tender document is tempered with or it is unbound or unbundled. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ Failure to attend compulsory site inspections ▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form E – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer’s attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory.
22.2.2	Staffing profile Evaluation of the Tenderer’s position in terms of staffing will be considered with the required qualification and experience.



22.2.3	Previous experience The procedure for the evaluation of responsive Bids will be on the average of the previous projects where the firm was involved. The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last five (5) years. Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following: ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size ▪ Some or all of the references will be contacted to obtain their input.
22.2.4	The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.
22.2.5	Financial ability to execute the contract: Evaluation of the Tenderer's financial ability to execute the contract will not be considered.
22.2.6	Good standing with SA Revenue Services (SARS) Good standing with SA Revenue Services will be determined by Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS must be submitted.
22.2.7	If the Tender does not meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.
22.2.8	Penalties The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years



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The additional conditions of Tender are:

1. Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project.
2. The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.