



TENDER DATA

1.	The Employer is: Dr J S Moroka Local Municipality Private Bag X 4012 Siyabuswa 0472			
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 Approved 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 border="1" data-bbox="252 1429 1396 1675"><tr><td><u>Accounting Officer.</u> Ms M.M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td><td><u>Procurement Enquiries.</u> Mr A Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td><td><u>Technical Enquiries.</u> Mr. C.M Ramatsetse A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td></tr></table>	<u>Accounting Officer.</u> Ms M.M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	<u>Procurement Enquiries.</u> Mr A Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	<u>Technical Enquiries.</u> Mr. C.M Ramatsetse A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101
<u>Accounting Officer.</u> Ms M.M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	<u>Procurement Enquiries.</u> Mr A Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	<u>Technical Enquiries.</u> Mr. C.M Ramatsetse A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101		
4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the closure 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.			

2. 1

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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 Dr JS Moroka Local 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, the 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: <ol style="list-style-type: none">1. Control2. Management3. Operations4. Risk5. 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	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.
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.

2. 2

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



11	Eligibility Responsive tenders are ONLY those tenders with all documents and pages contained herein, that have been signed by the responsible person duly authorised to sign all documents indicated on the returnable document "FORM D Authority of signatory".
12	Briefing session is compulsory requirement for this project.
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: CONTRACT NUM: JSM /COMMS - 1/22W01 APPOINTMENT OF PANEL FOR THE LAYOUT, DESIGN, BRANDING, PRINTING AND SUPPLY OF PRINTING WORKS, ON AN AS AND WHEN REQUIRED BASIS FOR THE PERIOD OF 36 MONTHS (THREE YEARS) Location of tender Box: Main Entrance - Municipal Head Quarters Building Physical Address: Dr JS Moroka Local Municipality, A2601/3 Bongimfundo Street, Siyabuswa 0472. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered
13.4	All tender received by the Dr J S Moroka Local 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: 11:00am
14.1	The time and location for opening of the Tender offers are: Closing Date: 13 September 2022 Location: Dr J S Moroka Local Municipality A2601/3 Bongimfundo Street SIYABUSWA 0472
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 Dr JS Moroka Local Municipality.
15	Pricing the tender State the rates and prices in Rand and shall make provision for any annual fees increase and/or

2. 3

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



	annual escalation.								
16	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document</p>								
17	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p> <p>Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.</p>								
18	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>								
19	<p>Tender clarification after submission</p> <p>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.</p>								
20	<p>Tender evaluation points</p> <p>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.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> (a) Price; and (b) B-BBEE Status Level of Contribution. 								
21	<p>The maximum points for this bid are allocated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td>PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total points for Price and B-BBEE must not exceed</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE	80	B-BBEE STATUS LEVEL OF CONTRIBUTION	20	Total points for Price and B-BBEE must not exceed	100
	POINTS								
PRICE	80								
B-BBEE STATUS LEVEL OF CONTRIBUTION	20								
Total points for Price and B-BBEE must not exceed	100								
22	<p>Evaluation of Tenders</p> <p>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 Dr JS Moroka Local Municipality.</p>								

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



22.1	<p>The following steps will be followed in evaluation.</p> <ol style="list-style-type: none">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 points8. Performance of risk analysis by checking the credit record of the tenderers
22.2.1	<p>Technical adjudication and General Criteria</p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ul style="list-style-type: none">▪ Compliance with Tender conditions▪ Technical specifications <p>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.</p> <p>With regard to the above, certain actions or errors are unacceptable and shall be an automatic REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none">▪ Failure to attach a copy of a Valid Tax Clearance Certificates. (Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin must be attached to the Tender document).▪ Pages not duly 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.▪ 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.▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “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.



Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2



	<ul style="list-style-type: none"> ▪ Failure to attach required and specified documents ▪ 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. ▪ Only those bidders who satisfy the following criteria are eligible to submit tenders: ▪ Tender documents must be completed in black ink only. ▪ The municipality reserves the right to appoint this tender/bid in whole or in part and to appoint the lowest tenderer/bidder ▪ Failure to comply with the following will render the tenderer liable to rejection: ▪ Scratching out, writing over and painting over, without initialling. ▪ Use of Correctional/erasable fluid e.g., pencil, tippex etc. ▪ Failure to submit with this document, the following attachments: ▪ Valid Original Tax clearance certificate. ▪ Copy of Cipro Registration Certificate (company registration certificate); ▪ Authority of Signatory in Company letterhead ▪ JV Agreement and Authority of Signatory for the JV (where applicable); ▪ Company Profiles. ▪ Copy of B-BBEE status level certificate from an accredited agency, auditors (this will not be used as disqualification factor); ▪ Letter of good standing from Department of Labour ▪ Proof of payment of municipal rates for both company and company directors, thus attach statement of municipal accounts, or attach rates and taxes for lessor, the latter should not be owing (i.e., not in arrears) for more than 90 days.
22.2.2	<p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> ▪ Staff will not be applicable for this tender
22.2.3	<p>Previous experience</p> <p>The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality.</p>

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



22.2.4	The tenderer shall provide documentation of company experience of each member of the related projects.
22.2.5	Financial ability to execute the contract Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: <ul style="list-style-type: none">▪ Bank rating
22.2.6	Good standing with SA Revenue Services <ul style="list-style-type: none">▪ Determine whether a valid tax clearance certificate has been submitted.▪ The Tenderer must submit a copy of a Valid Tax Clearance Certificates or a Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin.
22.2.7	If the Tender does not meet the requirements contained in the Dr JS Moroka Local Municipality's 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 Dr J.S Moroka Local 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: <ul style="list-style-type: none">▪ 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 service provider, its shareholders and directors on obtaining any business from the Dr J.S Moroka Local Municipality for a period of 5 years.
23	The additional conditions of Tender are: <ol style="list-style-type: none">1. Dr J.S Moroka Local 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 Dr J.S Moroka Local 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.
24	Local Content Procurement regulations in respect of Local Content is not applicable for this tender and MBD 6.2 must not be filled.
F.3.11.5	Evaluation Method

2.7

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2



	Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.				
F.3.11.6	<p>Evaluation Criteria</p> <p>The Legal Firm's tender responsiveness in relation to points is therefore summarized as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Company and personal experience</td> <td style="text-align: right; width: 20%;">100</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">100</td> </tr> </table>	Company and personal experience	100	TOTAL	100
Company and personal experience	100				
TOTAL	100				

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation.

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of DR JS Moroka Local Municipality officials will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2017

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- B-BBEE Status level of contribution

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R30 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 60 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation

A Bid Evaluation Committee will review and evaluate the proposals. Short-listed bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary, they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2017.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

<i>Consultant</i>	<i>Witness 1</i>	<i>Witness 2</i>	<i>Employer</i>	<i>Witness 1</i>	<i>Witness 2</i>



For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

Points Breakdown:

No.	Company and Personal Experience	Max. Points	TOTAL
1.	List of at least four (4) current and/or previous clients (with duration and value of the contract) must be attached with four printed samples, that will corroborate the information provided points will be allocated as follows: 2 clients & printed samples= 15 points 4 clients & printed samples = 30 points.	30	
2	Proven track record/ relevant experience in layout, design, and printing with four (04) references from previous projects completed and/or current projects (one contactable contact per reference)- Points to be allocated as follows: 0-2 years and reference =10 2-4 years and reference=20 5-6 years and reference=30 Over 6 years and reference=40	40	
3	Proof of inhouse printing company ownership and machines/technologies to be utilized for throughout the printing contract.	10	
4	Company profile, with history, recent financial statements, and organizational structure, accompanied by CVs of personnel with certified copies of qualifications in communications field (Publishing/Graphic Design/Marketing/Communications/media studies/journalism) (with at least one qualified graphic designer) attached.	10	
5	Submit a detailed Project plan and management of the project.	10	
	TOTAL	100	

Bidders who score 60 (average) points and above will be considered in phase 2 of the evaluation.



Consultant



Witness 1



Witness 2



Employer



Witness 1



Witness 2



The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 6(2) and 6(3) of the Preferential Procurement Regulations, 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Phase 2 of evaluation will include the sum of the two criteria below;

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	20
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor.

A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price, and score 0 points out of 20 for B-BBEE.

Consultant

Witness 1

Witness 2

Employer

Witness 1

Witness 2