



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="253 1487 1299 1767"><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 V Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td><td><u>Technical Enquiries.</u> Mr. L T Zulu 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 V Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	<u>Technical Enquiries.</u> Mr. L T Zulu A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101
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Consultant

Witness 1

Witness 2

Employer

Witness 1

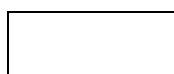
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4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the closure of tenders will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
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 J S 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: 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	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.



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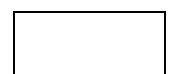
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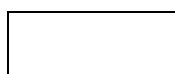
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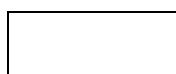


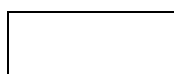
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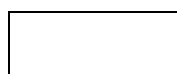


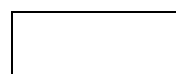
10	Confidentiality and Copyright of Documents. Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
11	Eligibility Responsive tenders are 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 not a 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 PROJECT NO: CORP/HRD-01/22-23: The appointment of panel of service/training providers for skills programmes, training & development, as and when required for a period of 36 months. Location of tender Box: Main Entrance - Municipal Head Quarters Building Physical Address: Dr J S 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. JS 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 Time: 11h00am Closing Date: 31 March 2022 Location: Dr J S Moroka Local Municipality A2601/3 Bongimfundo Street SIYABUSWA 0472 Tenders will be opened in public at 11h00am.
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

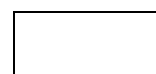

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	concerned with such process until the award of the Tender has been announced by the Dr JS Moroka Local Municipality.
15	Pricing the tender State the rates and prices in Rand and shall make provision for any annual fees increase and/or annual escalation.
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 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.
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) B-BBEE Status Level of Contribution / Specific Goals Based on IDP.

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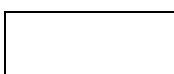
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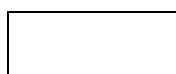
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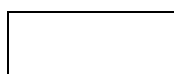
21	<p>The maximum points for this bid are allocated as follows:</p> <table border="1"><thead><tr><th></th><th>POINTS</th></tr></thead><tbody><tr><td>PRICE</td><td>80</td></tr><tr><td>Specific goals as listed below</td><td>20</td></tr><tr><td>Total points for Price and B-BBEE must not exceed</td><td>100</td></tr></tbody></table> <p>The specific goals based on the IDP for Dr JS Moroka Local Municipality are as per the following.</p> <ul style="list-style-type: none">a) Empowerment of women.b) Empowerment of youth.c) Empowerment of previously disadvantaged through Race.d) BBBEE status level of contribution.e) Empowerment of business established in the municipal jurisdiction. <p>For this tender , specific goals shall be awarded as follows :</p> <ul style="list-style-type: none">a) Empowerment of previously disadvantaged through Race (5 points).b) Empowerment of youth (5 points).c) BBBEE status level of contribution (10 points).		POINTS	PRICE	80	Specific goals as listed below	20	Total points for Price and B-BBEE must not exceed	100
	POINTS								
PRICE	80								
Specific goals as listed below	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>								
22.1	<p>The following steps will be followed in evaluation;</p> <ul 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> <ul style="list-style-type: none">✓ Tenders will be adjudicated in terms of inter alia:✓ Compliance with Tender conditions								



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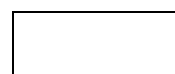
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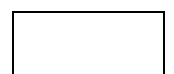
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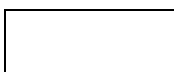
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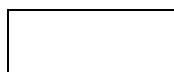


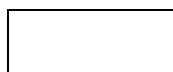
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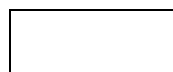


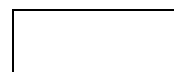
	<ul style="list-style-type: none">✓ Technical specifications✓ If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.✓ With regard to the above, certain actions or errors are unacceptable and shall be an automatic REJECTION OF THE TENDER, for example<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.✓ 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:❖ The tender documents have been drafted to ensure that essential information is furnished upon the correct completion of the documents. Where there is insufficient space, or additional particulars are required to be furnished, such must be provided on a separate annexure, clearly indicated.
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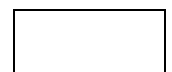

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	<ul style="list-style-type: none">❖ Tender documents may not be retyped or redrafted. Also, no photocopies of the original documents may be used. This may lead to a bidder being disqualified.❖ Tender documents must be completed in black ink only.❖ Tenderer must ensure that no pages are missing from the bid documents. Dr JS Moroka Local Municipality shall not be held liable with regard to claims arising from the fact that pages are missing or duplicated.❖ Firm tender prices and delivery periods are required, and tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.❖ Tenders must be strictly to specification. In cases where items are not to specification, deviations must be clearly indicated.❖ Tender prices must be quoted in South African currency and in the specified units, unless the contrary is clearly indicated.❖ All the documents herewith form part of the bid and failure to comply with any part thereof may invalidate a bid.❖ Dr JS Moroka Local Municipality may (if necessary) issue Briefing Notes during the submission phase of Quotations which may contain amendments or information that may assist bidders in articulating their Quotations.❖ Dr JS Moroka Local Municipality require (where applicable) as a condition of the bid that the compulsory explanatory meeting be attended by prospective bidders. This requirement will be clearly stated in the tender advertisement as well as in the documentation.❖ Dr JS Moroka Local Municipality may require the recommended bidder/s to do a formal presentation for risk mitigation purposes.❖ Dr JS Moroka Local Municipality requires the furnishing of a non-refundable bid deposit together with the drawing of bid documentation (if applicable). Where such a non-refundable bid deposit is requested in the bid documentation, no bid will be accepted unless such a deposit (or cash) is submitted in the form of a bank guaranteed cheque payable to Dr JS Moroka Local Municipality before submission of the bid.❖ The municipality reserves the right to appoint this tender/bid in whole or in part and to appoint the lowest tenderer/bidder.❖ The municipality also reserve the right to appoint the quote and final terms and conditions of appointment.❖ Tenders must be submitted to the addressee before the closing time. Quotations submitted after the closing time shall be considered late, and will not be admitted for consideration. In exceptional cases and where no suitable
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	<p>bid was received by closing time, the Delegated Authority (Manager / Board) may admit a late bid for consideration.</p> <ul style="list-style-type: none"> ❖ Failure to comply with the following will render the tenderer liable to rejection: ❖ Pages to be completed, removed from the document (therefore not submitted); ❖ Scratching out, writing over and painting over, without initialling; ❖ Use of Correctional/erasable fluid e.g. pencil, tippex and etc.; ❖ Failure to submit with this document, the following attachments: ❖ Valid Original Tax clearance certificate; ❖ Valid Central Supplier Database document; ❖ Certified 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; ❖ Certified B-BBEE status level certificate from an accredited agency, auditors (this will not be used as disqualification factor); ❖ A detailed quotation, which must be in line with the requirements of the specifications. ❖ Letter of good standing from Department of Labour. ❖ The bid has been submitted after the closing date and time. ❖ 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 30 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>
22.2.4	<p>The tenderer shall provide documentation of company experience of each member of the related projects.</p>
22.2.5	<p>Financial ability to execute the contract</p> <p>Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following:</p> <ul style="list-style-type: none"> ▪ Audited financial statement to be attached
22.2.6	<p>Good standing with SA Revenue Services</p>

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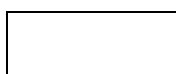
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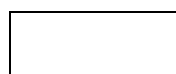
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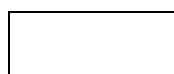


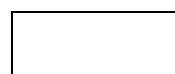
	<ul style="list-style-type: none"> ▪ Determine whether a valid tax clearance certificate has been submitted. ▪ The Tenderer must submit a copy of a Valid Tax Clearance Certificates or a Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin. 						
22.2.7	If the Tender 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	<p>Penalties</p> <p>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:</p> <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	<p>The additional conditions of Tender are:</p> <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	<p>Local Content</p> <p>Procurement regulations in respect of Local Content is NOT APPLICABLE for this tender.</p>						
F.3.11.5	<p>Evaluation Method</p> <p>Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.</p>						
F.3.11.6	<p>Evaluation Criteria</p> <p>The tender responsiveness in relation to points is therefore summarized as follows:</p> <table> <tr> <td>Personnel</td><td>40</td></tr> <tr> <td>Company Experience</td><td>60</td></tr> <tr> <td>Total</td><td>100</td></tr> </table>	Personnel	40	Company Experience	60	Total	100
Personnel	40						
Company Experience	60						
Total	100						

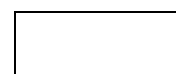
For a tender to be considered for further evaluation the tender must obtain a minimum of 70 points on functionality. The functionality points shall be afforded as follows:

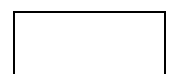

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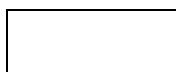

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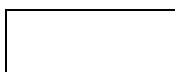


Personnel	40
Company Experience	60
Total	100

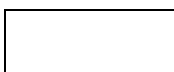
	CRITERIA	MAXIMUM POINTS
Company Experience		
1	<p>Certified copies of relevant accreditation and program approval with LGSETA and any other quality assurance authority.</p> <p>i) LGSETA Accreditation/program approval/proof of application 10 points</p> <p>ii) Four (4) Other relevant SETA accreditations or certificates 5 points each</p> <p>Maximum points obtainable in these criteria is 30.</p>	30
2	<p>Attach at least six (6) certified Completion certificates/letters for previous project/s completed in Training and Development. These letters must be from different categories of clients i.e:</p> <p>i) Municipalities</p> <p>ii) SETAs</p> <p>iii) National or Provincial Government Departments</p> <p>iv) TVET Colleges</p> <p>05 points (for each certificate/letter)</p> <p>Maximum points obtainable in these criteria is 30.</p>	30
Experience of Personnel		
	<p>Team leader:</p> <ul style="list-style-type: none"> ❖ Facilitator/Presenter having NQF level 6 or higher in HRD/Management/ Occupational Directed Training and Development Practices (CVs and qualifications) = 10 points ❖ Team leader having NQF level 7 and 10 years or more experience in Training and Development (CV and qualifications) = 10 points 	20
	<p>The team must have an assessor and a registered moderator:</p> <ul style="list-style-type: none"> ❖ 10 points for assessor (CV and proof of registration and must also reflect on LGSETA company registration list) ❖ 10 points for registered moderator (CV and proof of registration and must also reflect on LGSETA company registration list) 	20
	Total maximum points obtainable for functionality is 100	100



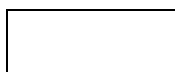
Consultant



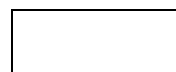
Witness 1



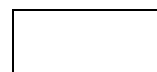
Witness 2



Employer



Witness 1



Witness 2