



SUPPLY CHAIN MANAGEMENT

Enquiries: Ms. I Thesen

Ref: 6/4/2

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E-mail: Ingrid.thesen@stellenbosch.gov.za

As per e-mail:

Dear Sir /Madam

NOTICE TO BIDDERS

ADDENDUM: TENDER B/SM 50/23: The establishment of a roster for professional engineering services for a term ending 30 June 2026.

The compulsory clarification meeting held on the 12 May 2023 on MS Teams, has reference.

1. Replace the Item 11) (Page 50):

All tenderers must establish a local office in Stellenbosch to be considered for an individual assignment. The bidders must provide proof (i.e. lease agreement) that the company has an office in Stellenbosch

Current information

With:

All tenderers must establish an office within a radius of 100km of Stellenbosch Municipality's Town Hall within 30 days after been awarded an assignment.

All tenderers who did not attend the compulsory clarification meeting is eligible to bid and must contact Ms. Myra Francis at 021 808 8760, e-mail: Myra.Francis@stellenbosch.gov.za on or before 24 May 2023 for any information.

Revised information

The following Questions were raised at the clarification meeting and were answered as follows:

Question 1: How is locality going to be defined?

Answer: It will be defined as within WC024 boundaries.

**DIRECTOR
CORPORATE SERVICES**

DATE:

18/5/2023



Note: Confirmation to the addendum

CONFIRMATION

I (Name) hereby declare on behalf of
..... (Company's name),
to agree/not agree (please encircle) to the above changes in the bidding documentation.

Address:
.....
.....

Tel no.:

Fax no.:

Signature of bidder:

Date:

.....

BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 50/23: THE ESTABLISHMENT OF A ROSTER FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM FROM 1 JULY 2023 UNTIL 30 JUNE 2026

TENDER NUMBER: B/SM 50/23
DESCRIPTION: THE ESTABLISHMENT OF A ROSTER FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM FROM 1 JULY 2023 UNTIL 30 JUNE 2026
CLOSING DATE: 29 May 2023
CLOSING TIME: 12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom.

INFORMATION:

Tender Specifications: Natasha Siyengele at 021 808 8465: e-mail: Natasha.Siyengele@ Stellenbosch.gov.za

SCM Requirements: Jeanette Williams at 021 808 8524 e-mail: Jeanette.Williams@ Stellenbosch.gov.za

Office hours for collection: 08h00-15h30

All tenderers who did not attend the compulsory clarification meeting held on 12 May 2023 at 12:00 via the Microsoft Teams is eligible to bid.

Tenders may only be submitted on the Tender document issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered and Stellenbosch Municipality does not bind itself to accept the lowest bid or any of the tenders that has been submitted.

Sealed Tenders, with "B/SM 50/23 THE ESTABLISHMENT OF A ROSTER FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM FROM 1 JULY 2023 UNTIL 30 JUNE 2026", clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Town House Complex, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy and relevant specification as depicted in the document and also the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452.

The preferential points system applied is as follows: 80/20 in terms of the approved policy.

Price	80
B-BBEE status level of contribution	10
Locality	10
Total points for Price, B-BBEE and locality	100

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the general conditions of contract (GCC) and special conditions for Tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.
4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.
6. Pre-qualification criteria is applicable to this Tender. All tenderers that have met the pre-qualification criteria will be further evaluated on price and preference.

Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, Town House Complex, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of R 269.50 per document.

Note: The municipality will never contact you to pay money in exchange for the award of a tender.

G Mettler (Ms)
MUNICIPAL MANAGER

TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM 50/23: DIE OPSTEL VAN 'N ROOSTER, VIR PROFESSIONELE INGENIEURSDIENSTE VANAF 1 Julie 2023 TOT 30 JUNIE 2026

TENDER NOMMER: B/SM 50/23
BESKRYWING: DIE OPSTEL VAN 'N ROOSTER, VIR PROFESSIONELE INGENIEURSDIENSTE VANAF 1 Julie 2023 TOT 30 JUNIE 2026
SLUITINGSDATUM: 29 Mei 2023
TYD VAN SLUITING: 12h00. Tenders sal oopgemaak word in die Raadsaal of in die Voorsieningskanaalbestuurs Raadsaal.

NAVRAE:

Tender spesifikasies: Natasha Siyengele by 021 808 8465: e-pos: Natasha.Siyengele@stellenbosch.gov.za

Vkb vereistes: Jeanette Williams by 021 808 8524 e-pos: Jeanette.Williams@stellenbosch.gov.za

Kantoor Ure: 08h00-15h30

Alle tenderaars wie nie die verpligte virtuele vergadering op 12 Mei 2023 om 12:00 via die Microsoft-spanne bygewoon het nie sal in aanmerking kom om te tender.

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir 180 dae na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëde tenders duidelik gemerk: "BSM50/23 DIE OPSTEL VAN 'N ROOSTER, VIR PROFESSIONELE INGENIEURSDIENSTE VANAF 1 Julie 2023 TOT 30 JUNIE 2026", op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooidde stel tenderdokumente. Tenderaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

Prys	80
BBSEB status	10
Ligging	10
Totale punte vir prys, B-BSEB en ligging	100

Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender;
2. Toepaslike opdrag
3. Tenderaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëde koevert wees wat duidelik gemerk is met die Tondernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.
6. Voor kwalifikasie kriteria is van toepassing op die Tender. Alle tenderaars wat aan die voor kwalifikasie kriteria voldoen sal verder ge-evalueer word op prys en voorkeur.

Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnemersfooi van R 269.50 per dokument. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.

Let wel: Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)

MUNISIPALE BESTUURDER