



TENDER DATA

1.	<p>The Employer is:</p> <p>Dr J.S Moroka Local Municipality Private Bag X 4012 Siyabuswa 0472</p>						
2.	<p>Tender Documents</p> <p>Tendering Procedures Tender notice and invitation to tender Tender data</p> <p>Returnable Documents List of Returnable Documents</p> <p>The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data</p> <p>Pricing Data Pricing Instruction Bill of Quantities</p> <p>Terms of Reference Terms of Reference</p> <p>Additional Relevant Documents Approved Supply Chain Management Policy</p>						
3.	<p>Interpretation</p> <p>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.</p>						
4	<p>Communication.</p> <p>The Employer's Representative is.</p> <table border="1"><thead><tr><th><u>Accounting Officer.</u></th><th><u>Procurement Enquiries.</u></th><th><u>Technical Enquiries.</u></th></tr></thead><tbody><tr><td>Ms. M M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td><td>Mr. A V Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td><td>Mr. L T Zulu A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101</td></tr></tbody></table>	<u>Accounting Officer.</u>	<u>Procurement Enquiries.</u>	<u>Technical Enquiries.</u>	Ms. M M Mathebela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	Mr. A V Masilela A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101	Mr. L T Zulu A2601/3 Bongimfundo Street Siyabuswa 0472 Tel: 013 973 1101
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4.1	<p>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.</p>						



5	<p>The Employer's right to accept or reject any tender offer</p> <p>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.</p>
6	<p>Tenderer Obligations</p> <p>6.1 The Council retains the right to call for any additional information that it may deem necessary.</p> <p>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:</p> <ol style="list-style-type: none">1. Control2. Management3. Operations4. Risk5. Profit and Loss <p>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.</p> <p>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,</p>
7	<p>Compensation of tendering</p> <p>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.</p>
9	<p>Check documents</p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
10	<p>Confidentiality and Copyright of Documents.</p> <p>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.</p>
11	<p>Eligibility</p> <p>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</p>



	returnable document "FORM D Authority of signatory".
12	There is no briefing session 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: JSM/MEDPRACT-01/24-25: REQUEST FOR A PANEL OF MEDICAL PRACTITIONERS TO PROVIDE MEDICAL SURVEILLANCE SERVICES TO THE EMPLOYEES OF DR JS MOROKA LOCAL MUNICIPALITY (DrJSMLM) FOR THE DURATION OF 36 MONTHS, AS AND WHEN REQUIRED. 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 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 Time: 11h00am Closing Date: 28th November 2024 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 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.



	<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 Certificate. 								
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>SPECIFIC GOALS</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Total points for Price and specific goals must not exceed</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE	80	SPECIFIC GOALS	20	Total points for Price and specific goals must not exceed	100
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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> <p>22.1 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 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 shall be an automatic **REJECTION OF THE TENDER,**

- Failure to attach a copy of a Valid Tax pin. (Copy of a letter from SARS indicating Tenderer's SARS reference or login number and pin must be attached to the Tender document).
- CK Document.
- CSD Full Report.
- Pages removed from the Tender document, and have therefore not been submitted.
- Joint Venture agreement where applicable.
- All MBD forms must be fully completed.
- 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."
- Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- Not initialising all pages of the tender document
- 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.
- If any municipal rates and taxes or municipal service charges owed by the company or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than one month (30 days).
- 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.
- produce proof of insurance (indemnity)
- Three (3) years recent and consecutive annual financial statements
- Proof of foreign qualification certification with SAQA



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 is scored under functionally table 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> <p>Bidder must provide proof of indemnity insurance.</p>
22.2.6	<p>Good standing with SA Revenue Services</p> <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	<p>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.</p>
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	Local Content Procurement regulations in respect of Local Content is NOT applicable for this tender.						
F.3.11.5	Evaluation Method Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.						
F.3.11.6	Evaluation Criteria The tender responsiveness in relation to points is therefore summarized as follows: <table><tr><td>Personnel</td><td>20</td></tr><tr><td>Company Experience and resources/equipment</td><td>80</td></tr><tr><td>Total</td><td>100</td></tr></table>	Personnel	20	Company Experience and resources/equipment	80	Total	100
Personnel	20						
Company Experience and resources/equipment	80						
Total	100						

For a tender to be considered for further evaluation the tender must obtain a minimum of 60 points on functionality.

The successful bidder and its personnel must have sound knowledge of the Occupational Health and Safety Act (Act 85 of 1993).

Qualifications of the key personnel performing the tests:

- a) The Occupational Medical Practitioner (OMP) must hold a qualification in occupational health.
- b) The Registered Nursing Sister must hold a qualification in occupational health making them qualified Occupational Health Nursing Practitioners (OHNP's)
- c) The radiographer must be qualified in radiography
- d) The person testing the eyes must hold a qualification in vision screening
- e) The Audiometrist must hold a qualification in audiometry
- f) The Spirometrist must hold a qualification in spirometry
- g) Proof of registration with South African Society of Occupational Medicine (SASOM) and Health Professions Council of South Africa (HPCSA).
- h) Valid Calibration Certificates for Instruments and testing equipment's



FUNCTIONALITY				
	CRITERIA	DISQUALIFYING FACTORS (YES/NO)	POINTS	MAXIMUM POINTS
2.1.1	Reference letters (3 letters)	Yes	10 Each	30
2.1.2	Submit a detailed Project plan and management of the project.	No	15	15
	PROJECT TEAM			
	1. The Occupational Medical Practitioner (OMP) - Post grad Diploma in Occupational Medicine, MB ChB), 5 years' experience and knowledge of Occupational Health and Safety Act (CV and qualification attached).	Yes	15	
	2. Occupational Health Nurse (OHN) must hold a qualification in occupational health and be registered with South African Society of Occupational Medicine (SASOM) or Health Professions Council of South Africa (HPCSA)		5	
2.1.3				20
	Must have physical consulting rooms and provide proof of ownership/lease of the following: a. Autorefractor b. X-ray c. Spirometer d. Audiometer Calibration certificates of the above (2.5 points per certificate)	Yes	15	
			10	
2.1.4	Fully equipped medical Mobile Unit for sites visit purposes.	Yes		



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			10	
	Total			100