

# Guidelines on Specification for Procuring Services

Project Name:	APPOINTMENT FOR PANEL OF 10 CONTRACTORS FOR THE REPAIR OR REPLACEMENT OF COLLAPSE SEWER AND WATER PIPELINE FOR PERIOD OF THREE YEARS AS AND WHEN REQUIRED
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## Guideline for Terms of reference

This tender is for the appointment of a Panel of 10 Contractors for *repair or replacement of collapsed sewer and water pipeline for a period of three years (as and when required) within Moqhaka Municipality.*

### A. Background

The Technical Department (Water and Sanitation) division experience a challenge of aged clay sewer pipes and old AC pipe that need serious and urgent repair or replacement, this also need certain equipment's to execute the work which the municipality does not have capacity to do. This affect the service delivery negatively and put more financial stress to the municipality which lead to countless deviation which is the finding. Some of the sewer pipelines are running under the building in a private property which makes even more difficult to perform maintenance or repairs if need be.

### B. Scope of Work / Terms of Reference

*The service provider must: be able to replace and repair*

- **SEWERAGE PIPELINE:**  
150 mm to 600 mm  
Class 12 to class 32 heavy duty UPVC  
Use CCTV camera for the inspection of the lines
- **WATER PIPELINE:**  
150mm to 700mm  
Class 12 to 24 UPVC pipe  
Pipe Jacking

Refer to Annexure B for the Bill of Quantities / Pricing Schedule attached.

Tender prices to be fixed for the first twelve (12) months and escalation will be provided for as per the Service Level Agreement (SLA) from the second (2<sup>nd</sup>) year and third (3<sup>rd</sup>) year.

### Pricing Schedule (Kroonstad, Stenysrus and Viljoenskroon)

ITEM	CALL OUT RATE	QUANTITY	RATE	COSTS
<b>Labour Rate normal hours and weekend hrs</b>				
1	Engineering Technician/ Artisan	1	@per Hour	
2	Plumber with trade test	1	@per Hour	
3	Plant operator	1	@per Hour	
4	Skilled labour	1	@per Hour	
5	OHS officer	1	@per Hour	
6	Overtime Rates	1	@per Hour	
<b>Fleet Wet Rate</b>				
7	Excavator	1	@per Hour	
8	TLB	1	@per Hour	
9	Tipper truck	1	@per Hour	
10	Mobile pump	1	@per Hour	
11	LDV van	1	@per Hour	
	<b>SUB- TOTAL</b>			

VAT@15%	
TOTAL	

## C. Panel

In this panel, the municipality will appoint a maximum of **10** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

## D. Sourcing of Quotations

**Quotations** will be requested only from the service providers appointed on the panel on a **rotation basis** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required service within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

## E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

## F. CIDB Grading and Safety Plan

*Provide an estimated total cost of all procurements in this project. Example: R1,567,000 and vote number to be used together with funds available*

**6 CE CIDB Grade or Higher**

**CIDB GRADING IS COMPULSORY**

**SAFETY PLAN SUBMISSION IS COMPULSORY**

## G. Preferential Points System

*Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.*

**80/20**

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.

80 – Price

20 – Specific Goals (**Locality = 15, Women = 5**)

## H. Duration of the Contract

*State how long the contract will take*

**3 Years**

## I. Functional or Technical Evaluation Criteria (If Applicable)

*See examples of Functional Evaluation Criteria below in Annexure A*

**ANNEXURE "A"**

**Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points	
<b>Demonstrate the company experience in similar projects.</b>				
• 5 or more Projects	5	30	For the Bidder(s) to be considered, the bidder(s) must provide <b>written and signed</b> appointment letters on a letterhead from clients.	
• 4 Projects	4		Appointment letters and Completion of similar projects (Repair and replacement of collapsed sewer and water pipeline / Construction of Similar work) with contact details for references that can be contacted by the Municipality to confirm that appointment letter is valid.	
• 3 Projects	3			
• 2 Projects	2			
• 1 Projects	1			
• No Projects	0			
<b>Personnel references with Project Manager or Sit Agent experience on Similar projects</b>		15		
• 5 projects or more experience	5		Provide the name of your key personnel with list of relevant/same projects they have completed (on their CVs)	
• 4 projects experience	4			
• 3 projects experience	3			
• 2 projects experience	2			
• 1 projects experience	1			
• No projects experience	0			
<b>Onsite Full time Personnel Required:</b> Engineering Technician Plumber with trade test Plant operator General Labour OHS Officer		15		
• 5 of 5 onsite full time personnel	5		Engineering Technician ( Attach CV, Certified copies of certificate and Professional registration)	
• 4 of 5 onsite full time personnel	4		Plumber ( Attach CV, Certified copies of certificate and trade test certificate)	
• 3 of 5 onsite full time personnel	3		Plant operator ( Attach CV, Certified copies of operator certificate )	
• 2 of 5 onsite full time personnel	2		General Labour ( Attach CV only)	
• 1 of 5 onsite full time personnel	1		OHS Officer ( Attach CV and Certified copies of certificates)	
• No personnel documents attached	0			
<b>Fleet required.</b> Excavator, TLB, Tipper truck, Mobile pump and LDV van			35	
• 5 of 5 Fleet required	5			Attached valid ownership Natis document or Valid signed rental/letter of intent agreement with Natis of company renting from.
• 3 of 5 Fleet required	4			

• 3 of 5 Fleet required	3		
• 2 of 5 Fleet required	2		
• 1 of 5 Fleet required	1		
• No Fleet documents attached.	0		
<b>Response Time</b>		5	Attached singed binding letter of respond time by the tendering company
• 24hrs or less	5		
• 2 days	4		
• 3 days	3		
• 4 days	2		
• 5 days or more	1		
• Nothing attached	0		
<b>MAXIMUM POSSIBLE SCORE</b>		100	