

EMAKHAZENI LOCAL MUNICIPALITY



APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR WATER QUALITY MONITORING ANALYSIS FOR A PERIOD OF THREE (3) YEARS

ELM 24-25/07/04

TENDER

EMPLOYER:

EMAKHAZENI LOCAL MUNICIPALITY

25 Scheepers Street

Belfast

1100

Tel: (013) 253 7600

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee of R 750.00 per document from the offices of the Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351**, Tender Reference number (Project Number and Company Name), the document can only be obtained from our municipal office at 25 Scheepers Street, Belfast or alternative arrangements can be made via email.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Closing Date	Functionality %	Price	Contact person
ELM 24-25/07/04	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR WATER QUALITY MONITORING ANALYSIS FOR A PERIOD OF THREE (3) YEARS	Wednesday, the 19 th of June 2024	Friday the 19 th of July 2024 at 12h00	70%	R 750.00	Procurement enquiries: Joas Madiope at 013 253 7601 joas.madiope@emakhazeni.gov.za Technical enquiries: Elsie Kekana at 013 253 7723 elsie.kekana@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to Municipal Supply Chain Management Regulations and Preferential Procurement Policy Framework (PPPFA) (Act 5 of 2000). The method for evaluation of service providers is based on functionality, price and preferential points (80/20 preference). Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD).

NOTE TO BIDDERS ON BID CONDITIONS:

- The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Bids submitted are to be valid for a period of 90 days;

MR. J.W SHABANGU
MUNICIPAL MANAGER



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Evaluation of Tenders

The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding of this tender will be in terms of ELM Supply Chain Management Policy which entails the balance between Financial Offer, Quality and preferences on 80-20 points system will be adopted. Bidders must obtain a **minimum functionality score of 70%** in order for the bid to be responsive.

FUNCTIONALITY POINTS:

Bid Evaluation Criteria		Weight/points
Relevant Experience on the similar contract (Appointment letters or Purchase Order per project and reference letters)		Max points (30)
• 5 and more Appointment letters or Purchase order on similar contract	30	
• 3-4 Appointment letters or Purchase order on similar contract	20	
• 1-2 Appointment letters or Purchase order on similar contract	10	
Accreditation Certificate		Max points (20)
• Valid certified copy of SANAS approved ISO/IEC 17025 accreditation certificate attached	20	
Locality (attach Proof)		Max points (20)
• Business situated within Emakhazeni Local Municipality	20	
• Business situated within Nkangala District Municipality	15	
• Business situated within Mpumalanga	10	
• Business situated within South Africa	5	
Technical Expertise (attach CVs and qualification certificates of key personnel recommended for this contract)		Max points (30)
• Registered scientist with 6 years and above verifiable post graduate experience	30	
• Registered scientist with 3-6 years verifiable post graduate experience	15	
• Registered scientist with 1-3 years verifiable post graduate experience	5	
• Registered scientist with less than one (1) year verifiable post graduate experience	0	
TOTAL		100

1. The minimum qualifying score for functionality is 70%)
2. Bidders who scored (70%) or more on functionality will qualify for further evaluation on preferential points system.



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C2.1. SCOPE OF WORK

1. Background

The Emakhazeni Local Municipality seeks to request tenders from South African National Accreditation Systems (SANAS) accredited laboratories for the analysis of water samples.

2. Scope of Works

The scope of works entails laboratory analysis of water samples for a list of identified indicators, the provision of sampling containers, sampling submission forms, analysis reports and capturing of water and wastewater quality results on the IRIS for Emakhazeni Local Municipality to ascertain safe and or acceptable microbiological and chemical status of water sources.

Description of Water Sampling in this regard includes chemical, bacteriological from the tap, reservoir, final point of the water treatment plant, including raw water from a point of a river or dam and also wastewater treatment works.

3. PROJECT SPECIFICATION

1) Receiving Samples

- The service provider is expected to collect samples that are to be identified by the municipality
- it would be expected of the service provider to check on the physical state of all the samples and to take temperature measurements of the samples received.
- All indiscretions should be noted
- The service provider should ensure that the samples are kept within the appropriate temperature ranges once he/she has accepted such samples.

2) Sample submission forms

- Samples submission forms need to be provided by the service provider and costs for these should be included in the sample analysis costs
- These forms should be enclosed in a book form and be printed on NCR paper in order to assure triplicate forms, with each of these three folio's on different colour;
- The top two (2) pages of these books need to be perforated on the left-hand side so that this part of the form can be torn out and submitted with a sample.
- The book with the duplicates should stay with the Emakhazeni Local Municipality for record purposes.
- An adequate number of these books should be available at all times so that each Municipality must have his or her own book at all times
- These books should be kept in stock by the service provider and should be available to the municipality on request.
- All books should contain at least 50 duplicate pages or more.
- Each should have a unique number on the upper right-hand corner of the page and this number must reflect on all three copies.
- The form should represent the format and reflect the information reflected as required by law.

3) Accreditation

- It will be expected of the service provider to analyse all samples the SANAS accredited laboratory as per the specifications.

4) Analysis of samples

- Samples should be analysed in line with the stipulations, procedures and methods described in the SANS 241
- Where possible actual sampling results must be indicated, if this is not achieved the maximum results that can be provided must be indicated.



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5) Sample results

- Sample results must be provided within 7 -10 days of submission for analysis in the **prescribed format** for samples analysed in terms of SANS 241
- Results should be e-mailed to the municipality and hard copy should also be posted to the address provided on the sample submission form.
- Laboratory reports of samples, should indicate legal references as contained in South African National Accreditation Systems (SANAS)

6) Containers and sampling material

- It will be expected of the service provider to provide an adequate number of sterilized sampling containers (500ml). One (1) litre sample bottle for chemical analysis for domestic and sewage. These need to be available at all times to the municipality
- Sample containers for the monitoring of chlorinated water e.g drinking water and the chlorine treated waste water must contain Sodium Thiosulphate Crystals in order to neutralize all traces of chlorine in water.

7) Labels

- Labels must be provided for each sample container.
- The label must have enough space for the municipality to write the sample identification number, name of the sampler and sample type.
- These labels must be provided with an adhesive at the back and must be able to stick to the sample container.

8) Seals

- Seals need to be provided for each container that could be used by the samplers to secure the content of sample as contemplated in regulations
- These seals should ensure the integrity of the sample and should prevent anyone from tempering with the sample.
- Each seal should bear a unique sample number.

9) Court Appearances

- If the Emakhazeni Local Municipality were to institute a legal action against any individual based on the results of a sample analyses, it could be expected of the analyst to provide evidence in court relating to the sample.

10) Duties of Analysts

- It would be expected of the successful tenderer to comply with the duties of an analyst as stip
- An analyst referred to in section 12(2) of the Act shall complete a certificate in the format provided in Annexure H of the regulations.

11) Estimated Sample Quantities Per Annum (subject to the signing of the SLA with the MHS Providers)

The estimated number of 3580 samples per annum or less including chemical, bacteriological samples from the tap, reservoir, and final point of the water treatment plant, including raw water from a point of a river or dam from all over the Emakhazeni Local Municipality. The client will only be bound by the ACTUAL number of samples taken and submitted per month.