



BID NOTICE: 125 / 2021-2022T
APPOINTMENT OF A PANEL OF A CONSULTING COMPANY FOR SENQU MUNICIPALITY STRATEGIC PLANNING FACILITATION SERVICES FOR 3 YEARS

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Bid Number	Project Description	Closing Date and Time	Functionality/ Eligibility Criteria	Evaluation criteria
125/2021-2022T	Appointment of a panel of a consulting company for Senqu Municipality strategic planning facilitation services for 3 years	Date:23 November 2021 Time: 12:00 Telkom Time	Applicable	80/20 Preference Point System

Please note that this is an advert and details of the tender are in the bid document on the website <http://www.senqu.gov.za>.

Completed tender documents must be in a sealed envelope endorsed with the name, Appointment of a panel of two consultants or consulting companies for senqu municipality strategic planning facilitation services for 3 years; **Bid Notice:125/2021-2022T:**” and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, 19 Murray Street, Lady Grey not later than **12:00, 23 November 2021** when bids will be opened in public.

Project Related enquiries should be addressed to: **Mr X Mnzilwa** Telephone: **051 603 1358** Email: mnzilwax@senqu.gov.za
 Supply Chain Enquires to be addressed to B Tsotso: Telephone: 051 603 1319

Functionality: 100 points, Minimum qualifying points will be 80points for further evaluation.

EVALUATION CRITERIA

	EVALUATION OF TENDER OFFER AND METHODOLOGY
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ITEM	Weight
EVALUATION – FUNCTIONALITY / QUALITY	
Functionality	100
Service Provider experience in Strategic Planning Facilitation for government	50
Service provider experience in report writing	30
Project Staff and Qualifications	20 points
The minimum criteria for this functionality is 90/100 to proceed for further evaluation	

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- Municipal MBD Documents, All Compulsory and Supplementary Documentation as requested in this advert and bidders' own submissions must be properly bound and be submitted intact to the municipality
- Bid documents must be numbered and signed by bidders
- Bid documents may not be tampered with by bidders.
- Prices must be valid for a minimum period of 120 days and include VAT.
- Any false declaration made by a bidder will be treated in accordance with guiding legislation and will be reported to appropriate authorities for further investigation.

COMPULSORY DOCUMENTS (failure to complete, submit or not signing where indicated, of any of the compulsory documents will result in disqualification)

- Service Providers full name, identification number or company or other registration number
- Valid tax compliance status PIN or SARS Tax Clearance Certificate.
- The municipal rates and taxes or municipal charges owed by the bidding company and all of its directors appearing on the bid document or equivalent document, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter from the Ward Councillor when the bidder operates and resides in an area where there are no municipal services.
- CSD Certificate
- Submission of a certified B-BBEE Verification Certificate or original Sworn affidavit in the case of an EME and QSE
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE status Verification Certificate with the tender.
- A trust, consortium or joint venture must obtain and submit each companies Tax Clearance Certificate or a tax compliance status PIN with the tender.

SUPPLEMENTARY INFORMATION

- The successful bidder will be required to register on the Senqu Municipality data base.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box by the advertised date and time.
- The successful bidder will be requested in certain circumstances to be requested to enter into a Service Level Agreement.
- Bids which are late, incomplete or unsigned will not be accepted for evaluation.
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipal Supply Chain Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.

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MM Yawa
Municipal Manager
29 October 2021

