

## RESPONSIVENESS AND EVALUATION CRITERIA

**ELIAS MOTSOLEDI LOCAL MUNICIPALITY WILL NOT CONSIDER ANY BID UNLESS IT MEETS THE FOLLOWING RESPONSIVENESS CRITERIA:**

### MINIMUM REQUIREMENTS:

1. Attach CSD registration report (detailed)
2. Valid copy Entity / Company registration certificate
3. Annexure Forms **(A, B, C, D, E, H and I)** fully completed and signed
4. Compulsory Briefing Session
5. Proof of CIDB registration minimum of **7CE or Higher**
6. Sign any alteration on the tender document **(NB: Do Not Initialize)**
7. Sign every page on the tender document **(NB: Do Not Initialize)**
8. Sign any alterations on the BOQ
9. Forms must be completed in a **Black ink**.
10. Company Profile **(Detailing; Name of Client; Service Provided; Award Amount; Contact Person and Contact Number)**.
11. CIPC Abridged Certificate Annual returns **(NB applicable to entities that are in business for more than 12 months)**
12. Annual financial statement **(if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements - for the past three years; or since their establishment if established during the past three years)**.
13. Letter of good standing **(Compensation for Occupational Injuries and Disease Act (COIDA))** from Department of Labour
14. Proof of Municipal rates and taxes or services charges:
  - Of the company and all of its directors not in arrears for more than 90 days or
  - Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or
  - If leasing, a signed lease agreement by the lessor and the lessee and Municipal rates in the name of the lessor for company / director(s).
15. Original Certified copies of IDs of the Director(s) **(Certification not older than 3 months before the closing date)**
16. **In case of a Joint Venture**, Association or Consortium a formal contract agreement must be signed by both parties and be attached, and the following must be adhered to:
  - All of the above requirements must be for the both entities (Except No: 04).
  - Consolidated Valid CIDB grading.

**CHECKLIST:**

No.	Requirements Checklist	Tick	Comment if not Attached
<b>COMPULSORY</b>			
1	Attach CSD registration report (detailed)		
2	Valid copy Entity / Company registration certificate		
3	Annexure Forms (A, B, C, D, E, H and I) fully completed and signed		
4	Compulsory Briefing Session		
5	Proof of CIDB registration ( <b>Minimum of 7CE or Higher</b> )		
6	Sign any alteration on the tender document ( <b>NB: Do Not Initialize</b> )		
7	Sign every page on the tender document ( <b>NB: Do Not Initialize</b> )		
8	Sign any alterations on the BOQ		
9	Forms must be completed in a <b>Black ink</b> .		
10	CIPC Abridged Certificate Annual returns ( <b>NB applicable to entities that are in business for more than 12 months</b> )		
11	Annual financial statement ( <i>if the bidder is required by law to prepare Annual Financial Statements for auditing, their Audited Annual Financial Statements - for the past three years; or since their establishment if established during the past three years</i> ).		
12	Letter of good standing (Compensation for Occupational Injuries and Disease Act (COIDA)) from Department of Labour		
13	Proof of Municipal rates and taxes or services charges: <ul style="list-style-type: none"> <li>Of the company and all of its directors not in arrears for more than 90 days or</li> <li>Confirmation from the municipality if municipal rates and taxes are not levied (for the company and all its director(s)) as per CK/Company form of address on the registration certificate or</li> <li>if leasing, a signed lease agreement by the lessor and the lessee and Municipal rates in the name of the lessor for company / director(s).</li> </ul>		
15	Original Certified copies of IDs of the Director(s) ( <b>Certification not older than 3 months before the closing date</b> )		
16	In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached, and the following must be adhered to: <ul style="list-style-type: none"> <li>All of the above requirements must be for the both entities (Except No: 04).</li> <li>Consolidated Valid CIDB grading</li> </ul>		
17	Tender must be Completed and Signed in Black Ink		
<b>ZERO SCORE IF NOT SUBMITTED</b>			
18	Schedule of company experience (appointment letters and completion certificates)		
19	Curriculum Vitae of key personnel with original certified copies of qualifications, years of relevant experience on similar projects and projects names.		
20	Proof of bank rating not older than three (3) months. <ul style="list-style-type: none"> <li>Bank rating and bank statements should be of the Lead Partner in case of Joint Venture.</li> </ul>		
21	Schedule of plant: <ul style="list-style-type: none"> <li>Proof of ownership with certification not older than 3 months.</li> <li>In case of hiring, a letter of intent must be submitted with proof of ownership by a rental company with certification not older than 3 months.</li> </ul>		
22	<b>Negotiations with preferred bidders</b> (1) A supply chain management policy may allow the accounting officer to negotiate the final terms of a contract with bidders identified through a competitive bidding process <b>as</b> preferred bidders, provided that such negotiation - (a) does not allow any preferred bidder a second or unfair		

	<p>opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid as submitted. (2) Minutes of such negotiations must be kept for record purposes.</p>		
23	<p><b>Criteria for breaking deadlock in scoring</b> 1. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. 2. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots. Which must be conducted by the Bid Evaluation Committee.</p>		
24	<p><b>Subcontracting as a condition of tender for procurement:</b> The successful Bidder must sub-contract some activities to Elias Motsoaledi Local Municipality SMMEs  <b>NB: It is the responsibility of tenderer to select competent subcontractor who is registered on the treasury central supplier database (CSD) that meet all minimum the requirement of the tender. Tenderers are responsible for all due diligence on their subcontractors.</b></p>		

**Note: This is just a guide to assist you and is not necessarily all the information required. The EMLM indemnifies itself and retain the rights to evaluate the full documentation.**

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Service provider / representative

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Signature