



TENDER DATA

Clause			
F.1.1	<p>The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050</p>		
F.1.2	<p>The tender document's contents is as follows:</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 Supply Chain Management Policy</p>		
F1.3	<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>		
F.1.4	<p>Communication.</p> <p>The Employer's Representative is;</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td style="padding: 5px;"> <p><u>Accounting Officer</u> Mrs MM Skosana P.O. Box 437 Middelburg 1050 013 249 2006</p> </td> <td style="padding: 5px;"> <p><u>Procurement and Technical Enquiries</u> Ms SA Mashaba P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 6 / 7</p> </td> </tr> </tbody> </table> <p>Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close 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 or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original. Questions or queries must be submitted at least five (5) working days before the stipulated closing date and time of the tender. However, NDM shall not be liable nor assume liability for failure to respond to any questions and / or queries raised by the Bidder.</p>	<p><u>Accounting Officer</u> Mrs MM Skosana P.O. Box 437 Middelburg 1050 013 249 2006</p>	<p><u>Procurement and Technical Enquiries</u> Ms SA Mashaba P.O. Box 437 Middelburg 1050 013 249 2104 / 5 / 6 / 7</p>
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	In the event that no correspondence or communication is received from the NDM within ninety (90) days after the stipulated closing date and time of the tender, the tender proposal will be deemed to be unsuccessful.
F.1.5	<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 Nkangala District Municipality.</p>
F.2	<p>Bidder Obligations</p>
F.2.1	<p>Eligibility</p> <p>Only those bidders who satisfy the following criteria are eligible to submit tenders:</p> <ol style="list-style-type: none"> 1. Tenderers that have experience and ability in offering transport service 2. Tenderer that have in their employ drivers with professional driving permit (PDP) 3. Tenderer that have third party liability insurance from a recognised institution 4. Tenderer who are registered in the National Treasury Central Supplier database (CSD)
F.2.2	<p>Cost of Tendering</p> <p>The employer will not compensate the bidder 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>
F.2.3	<p>Check documents</p> <p>The Bidder should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
F.2.4	<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>
F.2.9	<p>Third party liability insurance</p> <p>The Employer will require that bidders provide a valid third party liability cover of R500 000.00 per claim</p>
F.2.10	<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>
F.2.11	<p>Alterations to the Tender Documents.</p> <p>No alterations may be made to the tender document issued by the employer.</p> <p>Proposals and any other supporting documents must be attached to the back of this tender document as Annexures.</p>



F.2.12	<p>Alternative tender offer.</p> <p>No alternative tender offers will be considered or accepted</p>						
F.2.13	<p>Submitting tender offer:</p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them as per details on F.2.15 below.</p> <p>Tenders must be deposited in the tender box clearly marked:</p> <p>APPOINTMENT OF PANEL OF TRANSPORT SERVICE PROVIDERS TO TRANSPORT PEOPLE FROM VARIOUS LOCATION WITHIN THE NKANGALA DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS (AS AND WHEN REQUIRED</p> <p>Location of tender Box: Main Entrance Ground floor Nkangala DM Building</p> <p>Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered.</p> <p>All tender received by the Nkangala District Municipality will remain in the Municipality's possession as confidential until after the award is made.</p> <p>Accept that a tenders submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.</p>						
F.2.15	<p>Closing Time:</p> <p>The time and location for opening of the Tender offers are:</p> <table border="1" data-bbox="284 1178 933 1442"> <tr> <td>Closing Time:</td> <td>12:00</td> </tr> <tr> <td>Closing Date:</td> <td>15 October 2021</td> </tr> <tr> <td>Location:</td> <td>Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050</td> </tr> </table> <p>NB: TENDERS WILL NOT BE OPENED IN PUBLIC DUE TO COVID-19 PROTOCOLS</p>	Closing Time:	12:00	Closing Date:	15 October 2021	Location:	Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
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F.2.16	<p>Tender Offer Validity</p> <p>The Tender offer validity period is 90 days from the closing date.</p>						
F.2.17	<p>Tender clarification after submission</p> <p>A tender may be regarded as non-responsive if the bidder fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>						
F.2.18	<p>Provide other material</p> <p>Proposals</p>						



Proposals should be well organized, straight forward, clear and concise. Proposals must respond specifically to the criteria specified in this tender document. Colour: black Font: Aerial: Size 12: Spacing one and half: pages not more than 50 on one side. (excluding appendices)

THE HEADINGS OF THE PROPOSAL SHOULD FOLLOW THE CRITERIA ON CLAUSE 54.6 OF THE SUPPLY CHAIN MANAGEMENT POLICY ATTACHED TO THIS DOCUMENT.

The Service Providers in his/her proposal, shall state the categories and number of staff and personnel that he considers necessary to perform the services, including the core professional team and support staff. The Service Providers shall provide brief descriptions of the responsibilities and duties envisaged for the professional positions of the supervision team. The Service Providers shall make a clear distinction between resources required, time allocation and costs for the project.

The proposals and all supplementary documents and correspondences shall be drawn up and submitted in English.

The Council retains the right to call for any additional information that it may deem necessary.

If tendering as a Joint Venture, 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:

1. Control
2. Management
3. Operations
4. Risk
5. Profit and Loss

If a Bidder , 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.

At the request of the Municipal Manager 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,

F.3.11

1. Tender evaluation points



The value of these bids is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

Preference points for these bids shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution

The maximum points for these bids are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

2. Evaluation of Tenders

The Bidders 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 NDM.

Clause 54.6 of the Supply Management Policy which entails balance between financial offer and functionality.

2.1. The following steps will be followed in evaluation;

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 bidders.
5. Determination of expertise and experience of bidders.
6. Awarding of points for financial offer.
7. Ranking of bidders according to the total points
8. Performance of risk analysis by checking the capacity of the bidders

3. Evaluation Criteria

Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

3.1. Tender Responsiveness

Tender responsiveness shall mean tender compliance with all the prescribed key requirements for submission with this tender which are regarded as eliminating factors. Elimination factors include non-compliance with key requirements specified for the following:

- Safety (30 Points);
- Experience of Firm (30 Points)
- Firms Vehicles (40 Points)



The Project Director/Team Leader, a Driver combined are regarded as key and carry a combined total of 30 points, while Physical and Other Resources carry a total of 40 points. The service provider's experience in carrying out two or more transport works carries 30 points.

The service provider's tender responsiveness in relation to points is therefore summarized as follows:

Description	Points
Gatekeeper (Safety)	30
Experience of firm	30
Vehicles	40
TOTAL	100

EVALUATION CRITERIA

Evaluation Criteria	Minimum Required	Elimination factor	Points Obtainable	Points Claimed	
Gatekeeper – Safety (Note 1)	Professional Driver Permit	Yes	30		
SUB-TOTAL			30		
Company experience in terms of relevant projects completed (Note 2)	1 – 5 Projects	No	10		
	5 - 10	No	20		
	10 upwards	No	30		
SUB-TOTAL			30		
Evaluation Criteria	Minimum Required	Elimination factor	Points Obtainable (own)	Points Obtainable (lease)	Points Claimed
Firms vehicles: Proof of ownership of company vehicles must be attached (Note 4)	09 Seaters	No	10	05	
	13 Seaters	No	10	05	
	22 Seaters	No	10	05	
	65 Seaters	No	10	05	
SUB-TOTAL			40	20	
TOTAL				100	

A firm must obtain a minimum of 50 points out of the 100 points above to be considered for price and BBB-EE evaluation.

Note 1: Gatekeeper - Drivers (Curriculum Vitae (CV) and valid professional driving permit of the driver)

- Proof of in the form of a copy of a CV and a valid professional driving permit (PDP) must be attached. Where the Firm intends to contract the services of an External Service Provider, proof or separate written confirmation must be attached by means of a signed letter by the Firm's Director/s on the Firm.



Note 2: Experience of Firm in terms of Company's previous completed projects

- It must be noted that the experience of the service provider a maximum of **30 points** as indicated in the table below. If proof of appointment letters, purchase orders and testimonials in reference to **Form M** is not provided, then the bidder shall score a zero (0) in this category.
- Provide proof of the company's previous completed projects which in the form of appointment letters, purchase orders and testimonials must be attached. Verifiable references with contact details must be provided. Failure to meet this requirement shall warrant an automatic elimination of tender from any further evaluation

Note 3: Company's Vehicles

- It must be noted that a total of **40 points** are obtainable by the service provider in relation to the requirements as mentioned on the table below. Failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero points will be scored letter of intent or quotation from the lessor must be attached
- Provide proof of ownership, such a certified copy of the company's vehicles certificates and vehicles ownership copies either in the name of the company or director's names must be attached. Failure to provide this shall warrant for scoring zero (0) in this category.

NB: Failure to provide the required registrations shall make the bidder to score zero (0) in this category.

Technical adjudication and General Criteria:

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Bidder does not comply with the Tender Conditions, the Bidder 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 warrants

REJECTION OF THE TENDER, for example

- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- Failure to complete the schedule of quantities as required – only lump sums provided.
- 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.
- Failure to attend compulsory site inspections



- The Tender has not been properly signed by a party having the authority to do so, according to the **Form D – “Authority for Signatory”**, No authority for signatory submitted.
- A Resolution by a Board of Directors of the Company authorizing the Bidder to sign the Tender document on behalf of the Company. Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.
- **Failure to submit or submitting a third party liability insurance cover as required.**
- The Bidder's attempts to influence, or has in fact influenced the evaluation and/or awarding of the contract.
- The Tender has been submitted after the relevant closing date and time
- Failure to complete and sign Form of Offer and Acceptance
- If any municipal rates and taxes or municipal service charges owed by that tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months.
- 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 that performance was unsatisfactory.
- Failure to complete all the compulsory returnable schedules and signing thereof will result in an automatic disqualification.

Size of enterprise and current workload

- Evaluation of the Bidder's position in terms of:
- Previous and expected current annual turnover
- Current contractual obligations
- Capacity to execute the contract

Staffing profile

Evaluation of the Bidder's position in terms of:

- Staff available for this contract being Tendered for
- Qualifications and experience of key staff to be utilised on this contract.

Proposed Key Personnel

In this part of the tender, the Bidder shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Bidder. The CV should follow the normal Professional Format as used by Professional Service Providers.

Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- PDI status (describing population group, gender and disabilities)
- Educational qualifications
- Professional Registrations
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in



the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services

Previous experience

The bidder shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the bidder within the last five (5) years.

Evaluation of the Bidder's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field
- Experience of contracts of similar size
- Some or all of the references will be contacted to obtain their input.

The bidder shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.

Financial ability to execute the contract:

Evaluation of the Bidder's financial ability to execute the contract. Emphasis will be placed on the following:

- Professional Liability
- Contact the Tender's bank manager to assess the Bidder's financial ability to execute the contract and the Bidder hereby grants his consent for this purpose.

Good standing with SA Revenue Services

- Determine whether a valid tax clearance certificate has been submitted.

If the Tender does **not** meet the requirements contained in the NDM 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.

Penalties

The Nkangala District 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:

- Cancel the contract and recover all losses or damages incurred or sustained from the Bidder.
- Impose a financial penalty at the discretion of Council
- Restrict the Service Provider, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years.

F.3.11.5

Method 4

Evaluation Method 4, which entails the balance between financial offer, preferences and quality, will be used.



F.3.11.6 The additional conditions of Bid Document

1. Nkangala District 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 Nkangala District 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.