



**REQUEST FOR PROPOSAL (TENDER): 2022/11/004**

**PANEL FOR AD-HOC SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL**

## Contents

|    |  |                                     |
|----|--|-------------------------------------|
| 1. | STATEMENT OF INVITATION.....           | 3                                   |
| 2. | MINIMUM REQUIREMENTS.....              | 3                                   |
| 3. | DEFINITIONS AND ABBREVIATIONS .....    | <b>Error! Bookmark not defined.</b> |
| 4. | SCOPE OF WORK .....                    | 3                                   |
| 5. | EXPECTED DELIVERABLES / OUTCOMES ..... | 3                                   |
| 6. | TECHNICAL SPECIFICATION.....           | <b>Error! Bookmark not defined.</b> |
| 7. | HEALTH AND SAFETY REQUIREMENTS .....   | 4                                   |
| 8. | SPECIAL CONDITIONS .....               | 4                                   |
| 9. | EVALUATION CRITERIA .....              | 6                                   |

## 1. STATEMENT OF INVITATION

Panel for ad-hoc supply and delivery of electrical material for a period of three (3) years in the four towns of Masilonyana Local Municipality situated in the Free State province.

## 2. MINIMUM REQUIREMENTS

- Certified copy of Company registration certificate (CK), not older than 3 months
- Tax compliance status pin/Valid Tax Clearance
- Certified copy of Identity documents of directors/owners/members/shareholders, not older than 3months
- Latest and valid Municipal rates and taxes that is not more than 90 days outstanding or lease agreement in cases of service providers leasing/ renting facilities.
- Central Supplier Database (CSD) Registration Report or MAAA Number
- Original or certified copy of BBBEE certificate.
- The successful bidder will be required to do provide material in all towns existing within the jurisdiction of the Municipality:

| Name                   | Distance from Capital Town (KM) |
|------------------------|---------------------------------|
| Theunissen/Masilo      | Capital town                    |
| Verkeerdevlei/Tshepong | 85,3                            |
| Winburg/ Makeleketla   | 34,8                            |
| Brandfort/ Majwemasweu | 45,9                            |

## 3. SCOPE OF WORK

The scope of contract calls for panel of ad-hoc contractors for supply and delivery of electrical material for a contract duration of three (3) years from date of appointment.

## 4. EXPECTED DELIVERABLES / OUTCOMES

- Service providers are expected to delivery material within the requested time frames.
- Delivered material to be verified (quality and quantities) and signed off by the Municipal Stores Personnel and User Department, in cases where there is no Stores Personnel a Unit Manager together with the User Department must sign off the material delivered.
- A copy of the signed delivery note must be provided to the Stores Personnel, and another copy be provided with an invoice to Finance Department for payment.

## 5. HEALTH AND SAFETY REQUIREMENTS

None

## 6. SPECIAL CONDITIONS

- Prices must be valid for at least ninety (90) days from the closing date.
- Prices quoted must be firm and must be inclusive of VAT.
- Masilonyana Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids that are late will not be considered, whilst the lowest or only tender will not necessarily be accepted.
- Faxed or E-mailed bids will not be considered.
- An original tax clearance certificate issued by SARS to accompany all tenders and a tax pin must be provided.
- Tax status will also be verified against the Central Supplier Database (CSD)
- Bidders must be registered on the National Treasury Centralized Suppliers Database and must submit their registration summary report.
- All supplementary / compulsory forms (MBD Forms) must be completed and signed in full.
- Bidders who wish to claim for preferential points in terms of the Preferential Procurement Regulations, 2017, must submit a certified copy of the proof of B-BBEE status level of contribution as follows:
  - In the case of an Affidavit, both the Commissioner of Oaths stamp for the Affidavit itself (the “commissioning”) AND a “true copy” stamp (which certifies the document as being a true copy of the original) are required i.e. TWO stamps are required.
  - In the case of a B-BBEE Certificate, only a “true copy” stamp and signature (which certifies the document as being an accurate copy) is required i.e. ONE stamp is required.
- It should be noted that the 80/20 points system will be applied, 80 being for price and 20 for the B-BBEE status level as defined in the Preferential Procurement Regulations, 2017.
- A Municipal Billing Clearance Certificate, which covers, both the company and its directors, must accompany all bids.
- Bidders are required to submit:

- Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution must be declared of such contracts.
- A statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic.
- The award will be made in terms of the Municipality's Supply Chain Management Policy.
- To ensure that tenders are not exposed to invalidation, documents are to be completed in full and in accordance with the conditions and bid rules contained in the bid documents.

## 7. EVALUATION CRITERIA

### 7.2 TECHNICAL EVALUATION CRITERIA

| No           | Description  | Evidence   | Max points             |
|--------------|--|--|------------------------|
| 1.           | Appointment letters of supply and delivery of electrical material.       | Appointment letters<br>= 5 and above<br>= 4<br>= 3<br>= 2<br>= 1   | 10<br>8<br>6<br>4<br>2 |
| 2.           | References/Acknowledgement of delivery services from historical clients. | Signed Reference letters:<br>=3 and more<br>=2<br>=1   | 10<br>8<br>6           |
| 3.           | Location of the Company  | Within the Municipality= 10<br>Within the District = 7<br>Within the Free State Province=5<br>Within South Africa =3 | 10                     |
| 4.           | Bank Rating  | A-B = 10<br>C = 7<br>D = 5<br>E = 3<br>F,G,H = 0   | 10                     |
| <b>TOTAL</b> |  |  | 40                     |

A bidder who gets a minimum of 28 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 – 6 points,

Item 2 – 8 points,

Item 3 – 7 points,

Item 4 – 7 points.

### 7.3 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and B-BBEE status)

All Bidders that have passed the technical evaluation threshold of 28 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

#### Points awarded for price

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

$P_s$  = Points Scored for comparative price of bid under consideration

$P_t$  = Comparative Price of bid under consideration

$P_{\min}$  = Comparative Price of lowest acceptable bid

### 7.4 Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below;

| B-BBEE Status Level of Contributor | Number of Points (80/20 System) |
|------------------------------------|---------------------------------|
| 1                                  | 20                              |
| 2                                  | 18                              |
| 3                                  | 16                              |
| 4                                  | 12                              |
| 5                                  | 8                               |
| 6                                  | 6                               |
| 7                                  | 4                               |
| 8                                  | 2                               |
| Non-Compliant Contributor          | 0                               |

**Table 2 : B-BBEE Status level**

## 8. COSTING/ COMPREHENSIVE BUDGET

8.5.1. The quotation price(s) shall be SEIFSA based priced

8.5.2. The quotation price(s) shall be subject to negotiated increase, if unavoidable, should the contract be extended for one or more further periods, each period not exceeding 12 months.

**Pricing should include any other unspecified expenses related to items listed under technical specifications**

Are the quoted prices firm for the full duration of the contract? Yes/No

If not, indicate CPA or SEIFSA price adjustment method: \_\_\_\_\_

CPA- Suppliers price list date: \_\_\_\_\_ or

SEIFSA indexes – Price basis month and year \_\_\_\_\_

**Note: All the necessary documentation for CPA's or CPI to prove the price increase must be submitted with the invoice clearly link to an order number before payment will be done.**

**9. CONTACT DETAILS**

**Technical Queries**

**Name:** Mr T Ntimotse

**Telephone No., Fax:**

**Address:** Corner Le Roux and Theron Street, PO Box 8, Theunissen, 9410

**Email:** [scm@masilonyana.co.za](mailto:scm@masilonyana.co.za) or [tntimotse@masilonyana.co.za](mailto:tntimotse@masilonyana.co.za)