

# Guidelines on Specification for Procuring Services

Project Name:	PANEL OF HIRING 05 SERVICE PROVIDERS FOR REFUSE COMPACTORS FOR A PERIOD OF THREE (03) YEARS AS AND WHEN NEEDED
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## Guideline for Terms of reference

This tender is for the appointment of a panel of 05 Service Providers for hiring of Refuse compactors for three (3) years as and when needed.

### **A. Background**

The Moqhaka Local Municipality requires a panel of 05 service providers for the hiring of Refuse compactors as and when necessary.

### **B. Scope of Work / Terms of Reference**

Hiring of Refuse compactors as and when' necessary. Hiring includes:

- Refuse collections
- Operator
- Wet fuel

Refer to Annexure B for the Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

### **C. Panel**

In this panel, the municipality will appoint a maximum of **05** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

### **D. Sourcing of Quotations**

**Quotations** will be requested only from the service providers appointed on the panel to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required product within the desired timeframes, the municipality:

- allows subcontracting with a handling fee kept at 10%
- may invite quotations outside the appointed panel.

### **E. Performance Management**

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

### **F. Preferential Points System**

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

**80/20**

**A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:**

- Locality of Supplier – 15 Points
- Women Ownership of Company - 5 Points

**These goals are specified in MBD6.1 in terms of the PPR2022.**

## **G. Duration of the Contract**

*State how long the contract will take*

**3 Years**

## **H. Functional or Technical Evaluation Criteria (If Applicable)**

*See examples of Functional Evaluation Criteria below in Annexure A*

### **ANNEXURE "A"**

#### **Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Points</b>	<b>Documents to be submitted as proof to score points</b>
<b>Number of similar type of Hiring projects successfully completed by the supplier:</b>			
0 Projects	0		Bidder must attach evidence such as copy of appointment and reference letters for current/completed projects
1 Projects	1		
2 - 3 Projects	2		
4 - 5 Projects	3		
6 - 7 Projects	4		
8plus Projects	5		
<b>Delivery period</b>			
No letter attached.	0		
0-1 days	5		
2 – 3 days	3		
4-5 days	2		
6 days and above	1		
<b>Ownership of Refuse compactors:</b>			
0 Ownership	0		Proof of ownership and licensing certificate.
1 - 2 Ownership	1		
3 – 4 Ownership	2		
5 – 6 Ownership	3		

7 – 8 Ownership	4		
9 plus Ownership	5		
<b>MAX POSSIBLE SCORE</b>		<b>100</b>	

**ANNEXURE "B"**

**PRICING SCHEDULE**

<b>ITEM</b>	<b>DESCRIPTION (Yellow fleet)</b>	<b>Unit price (Wet rate per hour)</b>
<b>1</b>	Minimum specification for Refuse compactor	
<b>TOTAL</b>		