CLUSTER

TRADING SERVICES

UNIT

WATER AND SANITATION

DEPARTMENT

SANITATION OPERATIONS

PROCUREMENT DOCUMENT

CALL FOR EXPRESSION OF INTEREST

CONTRACT No: **WS 7112**

TITLE: **EXPRESSION OF INTEREST (EOI) : CONTRACTORS WITH A CIDB GRADING OF 1 TO 4 ME , EB OR EP TO PARTICIPATE IN THE RECRUITMENT OF MECHANICAL AND ELECTRICAL MAINTENANCE AND REPAIR CONTRACTORS WHICH IS AIMED AT THE EMPOWERMENT OF BUSINESSES OF DESIGNATED GROUPS IN ETHEKWINI MUNICIPALITY**

Issued by: Water & Sanitation Unit

Date of Issue: August 2023

Document Version : 01/04/2021

NAME OF TENDERER : .....

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PART E1: SUBMISSION PROCEDURES

E1.1: NOTICE AND INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

eThekwini Municipality (**EThekwini Water & Sanitation** Unit : **Sanitation** Department) invites expressions of interest for Contractors with a CIDB Grading of 1 to 4 ME , EB or EP To participate in the recruitment of Mechanical And Electrical maintenance and repair contractors which is aimed at the empowerment of businesses of designated groups within the eThekwini Municipality area

Respondents must have a contractor grading designation of contractor grading designation of :	1 to 4 ME, EB or EP
Only respondents who comply with the following are eligible to have their submissions evaluated.	

Submissions must be made on official tender documentation issued (either in hard copy or in electronic format) by the eThekwini Municipality. Electronically downloaded documentation (see Cl. H.1.2) should be printed in its entirety, and suitably bound by the tenderer. Hard copy versions are available as indicated below, for the indicated non-refundable tender charge.

(H.1.4) Queries relating to these documents, up to 3 days prior to the close of tenders, may be addressed to the Employer's agent whose contact details are:	**Error! Reference source not found.** 031 311 8318 (t) Estil.Mpunzana@durban.gov.za
(H.2.5) There will be a Error! Reference source not found.and site inspection with representative(s) of the Employer	
(H.2.7) Tender offers shall be delivered to:	Municipal Building, 166 K.E. Masinga Road (formerly Old Fort Road) **and placed in the tender box located in the ground floor foyer**
(H.2.9) Tender offers shall be delivered:	on or before Friday, 15 September 2023 at or before 11:00

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data

PART E1: SUBMISSION PROCEDURES

E1.2: SUBMISSION DATA

E1.2.1 STANDARD CONDITIONS FOR THE CALLING FOR EXPRESSIONS OF INTEREST

The conditions applicable to this call for expressions of interest of tender are the Standard Conditions for the calling for Expressions of Interest as contained in Annex H of the CIDB Standard for Uniformity in Construction Procurement (July 2015) (See www.cidb.org.za).

The Standard Conditions for the calling for Expressions of Interest make several references to the Submission Data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Expressions of Interest.

E1.2.2 SUBMISSION DATA

Each item of data given below is cross-referenced to the clause in the Standard Conditions for the calling for Expressions of Interest.

H.1.1 **The employer :** The Employer is the eThekwini Municipality as represented by the Deputy Head :**Sanitation**

H.1.2 **Tender documents**

1) The documents associated with the calling for expressions of interest issued by the employer comprise:

E1 SUBMISSION PROCEDURES
- E1.1 Notice and invitation to submit an expression of interest
- E1.2 Submission Data

E2 RETURNABLE DOCUMENTS
- E2.1 List of Returnable Documents
- E2.2 Submission Schedules

E3 INDICATIVE SCOPE OF WORK
- E3.1 Indicative scope of work

2) In addition Respondents are advised, in their own interest, to obtain their own copies of the following acts, regulations, and standards referred to in this document as they are essential for the Tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.
   - The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993, and the Construction Regulations 2014.
   - The Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (2017).
   - The Construction Industry Development Board Act No 38 of 2000 and the Regulations of July 2015.
   - SANS 1921:2004 – Construction and Management Requirements for Works Contract, Parts 1 to 3.
   - SANS 1914:2003 - Targeted Construction Procurement, Parts 1 to 6.
   - South African Road Traffic Signs Manual - Vol 2: Chapter 13: Roadworks Signing.

Submissions must be submitted on official submission documentation issued (either in hard copy or in electronic format) by the eThekwini Municipality:

- Electronically downloaded documentation is obtainable from the National Treasury's **eTenders** website OR the eThekwini Municipality's **Website**. The entire document should be printed and suitably bound by the tenderer.

H.1.4 **The employer's agent :** The Employer's agent is: Estil Mpunzana, Tel: 031 311 8318 (t), Email: Estil.Mpunzana@durban.gov.za

H.2.1 **Eligibility:** A Respondent will not be eligible to make a submission if:

(a) The Respondent does not comply with the legal requirements stated in the Employer's current SCM Policy;

(b) The Respondent cannot provide proof that he is in good standing with respect to duties, taxes, levies and contributions required in terms of legislation applicable to the work in the contract.

(c) Respondents are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Respondents not so registered, at time of closing of submissions, will not be eligible to submit tenders.

H.2.1.1 Only those respondents who meet the **MANDATORY REQUIREMENTS** as outlined below will proceed to the second part of evaluation under FUNCTIONALITY:

Table 1: Applicable to CIDB 1 ONLY

CIDB 1 (ME; EB & EP)	MANDATORY REQUIREMENT	YES/NO
Tools of Trade		
Vehicle (Bakkie)	Not older than 10 years (Logbook or Lease Agreement)	

Table 2: applicable to CIDB 2 & 3 ONLY

CIDB 2 & 3 (ME; EB & EP)	MANDATORY REQUIREMENT	YES/NO
Tools of Trade		
Vehicle (Bakkie)	Not older than 10 years (Logbook or Lease Agreement)	
Workshop Space	Ownership; Lease or Sub-Lease	

Table 3: Applicable to CIDB 4 ONLY

CIDB 2 & 3 (ME; EB & EP)	MANDATORY REQUIREMENT	YES/NO
Tools of Trade		
Vehicle (Bakkie)	Not older than 10 years (Logbook or Lease Agreement)	
Workshop Space	Ownership; Lease or Sub-Lease	

H.2.1.1 Only those respondents who are registered (at the time of tender submission), as "Active", with the CIDB, in a contractor grading designation equal to a contractor grading designation of ME, EB or EP are eligible to have their submissions evaluated.

Joint ventures are eligible to submit submissions evaluated provided that:

(a) Every member of the joint venture is registered with the CIDB;
(b) The lead partner has a contractor grading designation in the ME or EB class of construction work and has a grading designation of not lower than one level below the required grading designation; and
(c) The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than the required contractor grading designation.

H.2.5 **Clarification meeting:** There will be no clarification meeting.

H.2.7 **Making a submission:** The Employer's address for delivery of submissions is contained in the Notice and invitation to submit an expression of interest.

Identification details to be shown on each submission package are:

Contract No. : WS-7112
Contract Title : **Error! Reference source not found.**

H.2.9 **Closing time :** The closing date and time for submissions is: on or before Friday, 15 September 2023 at or before 11:00 .

Telephonic, telegraphic, telex, facsimile or e-mailed submissions will not be accepted.

H.3.9 **Evaluation of responsive submissions:** All respondents who submit responsive submissions and:

1) a) are registered at time of closing of submissions on the National Treasury Central Supplier Database (CSD) as a service provider (in the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture).
b) submit a valid Tax Clearance Certificate or a Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Services, or have made arrangements to meet outstanding tax obligations;
c) are registered with the Construction Industry Development Board in an appropriate contractor grading designation;
d) do not have any of their directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
e) have not abused the Employer's Supply Chain Management System or have failed to perform on any previous contract and have been given a written notice to this effect;
f) have completed the Compulsory Enterprise Questionnaire and who are considered by the Employer not to have any conflicts of interest which may impact on their ability to perform the proposed contract in the best interests of the Employer or potentially compromise the tender process and are free of persons in the state who are not permitted to submit tenders or to participate in the contract; and
g) are registered and in good standing with the compensation fund or with a licensed compensation insurer; and
2) in the opinion of the Employer can as necessary demonstrate that they possess the necessary professional and technical qualifications, professional and technical

competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel to perform the contract; will be invited to submit tender offers.

The evaluation criteria that are to be scored and the maximum score assigned to each of such criteria are as follows:

Table 1- CIDB 1 ME; EB & EP
Table 2- CIDB 2 & 3 ME; EB & EP
Table 3- CIDB 4 ME; EB & EP

These evaluation criteria are in accordance with **Annexure J (Contract Participation Goal Overview)**

Table 1: CIDB 1- (Maximum of 20 CIDB 1 Subcontractors)

Functionality criteria	Sub-criteria	Points	Evaluation Schedule(s)
Tenderer's experience	Experience of service provider in executing work of similar scope	20	
Experience of Key Personnel	1x qualified and trade tested artisan. 2x artisan attendants	40 40	
Maximum possible score for Functionality (M_s)		100	

Table 2: CIDB 2&3- (Maximum of 15 CIDB 2 & 3 Subcontractors)

Functionality criteria	Sub-criteria	Points	Evaluation Schedule(s)
Tenderer's experience	Experience of service provider in executing work of similar scope	20	
Experience of Key Personnel	1x qualified and trade tested artisan. 2x artisan attendants	40 40	
Maximum possible score for Functionality (M_s)		100	

Table 3: CIDB4- (Maximum of 10 CIDB 4 Subcontractors)

Functionality criteria	Sub-criteria	Points	Evaluation Schedule(s)

Tenderer's experience	Experience of service provider in executing work of similar scope	35	
Experience of Key Personnel	1x foreman 1x qualified and trade tested artisan. 2x artisan attendants	25 25 15	
Maximum possible score for Functionality (M_s)		100	

Functional Criteria	Returnable Schedules
Tenderer's Experience	Experience of Tenderer and c Current projects if any.
Experience of Key Staff	-Key Personnel -CV's and qualifications of key personnel

The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final evaluation score.

The highest ranking responsive respondents will be recommended to the maximum number of tenderers in each CIDB category as outlined in the **FUNCTIONALITY Tables 1-3,** or all responsive respondents should there be less than this prescribed maximum number provided they meet the minimum threshold of 70 points or above.

The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows:

Level	Score	Prompt for judgement
0	0	Failed to address the question / issue – no experience
1	40	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
2	70	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought
3	90	Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.
4	100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.

Level	pts	Criterion: TENDERERS EXPERIENCE (CIDB 1; 2; 3 & 4)
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	**CIDB 1 – One (**1) Project of a similar nature over the past 5 years **CIDB 2 & 3** – One (1) Project of a similar nature over the past 5 years. **CIDB 4** – One (1) Project of a similar nature over the past 5 years.
2	70	**CIDB 1 – Two (2)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Two (2) Project of similar nature over the past 5 years **CIDB 4** - Two (2) Project of similar nature over the past 5 years
3	90	**CIDB 1 - Three (3)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Three (3) Project of similar nature over the past 5 years . **CIDB 4** - Three (3) Project of similar nature over the past 5 years
4	100	**CIDB 1 - Four (4)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Four (4) Project of similar nature over the past 5 years **CIDB 4** – Four (4) Project of similar nature over the past 5 years

Level	pts	Criterion: KEY RESOURCES (CIDB 1; 2; 3 & 4)
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	**CIDB 1 - Artisan**-Qualified with N2 certificate and LESS than 6 months relevant experience in mechanical and/or electrical engineering. CIDB 2 & 3 - **Artisan**-Qualified with N2 certificate and minimum 6–12 months relevant experience in mechanical and/or electrical engineering. CIDB 4 - **Artisan**-Qualified with N2 certificate and minimum 12-18 months relevant experience in mechanical and/or electrical engineering.
2	70	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 6 -12 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and between 12 – 18 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 18-24 months relevant experience in mechanical and/or electrical engineering.
3	90	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 12-18 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and minimum 18–24 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 24-30 months relevant experience in mechanical and/or electrical engineering.
4	100	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 18-24 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and minimum 24-30 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 30-36 months relevant experience in mechanical and/or electrical engineering.

The additional conditions of submission are:

H.2.4 Acknowledge addenda

Add the following paragraphs to the clause:

"Acknowledgement of receipt will be by the return of the relevant completed and signed portion of the addenda, to the address / fax number / email address as specified on the addenda. Failure of the tenderer to comply with the requirements of the addenda may result in the tender submission being made non-responsive."

H.3.11 Prohibition on awards to persons in the service of the state: Clause 44 of the Supply Chain Management Regulations states that the Municipality or Municipal Entity may not make any award to a person:

(a) Who is in the service of the State;
(b) If that person is not a natural person, of which a director, manager, principal shareholder or stakeholder is a person in the service of the state; or
(c) Who is an advisor or consultant contracted with the municipality or a municipal entity.

Should a contract be awarded, and it is subsequently established that Clause 44 has been breached, the Employer shall have the right to terminate the contract with immediate effect.

H.3.12 Appeals

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the Municipality, may lodge an appeal within 14 days of the decision or action, in writing to the Municipality. All appeals (clearly setting out the reasons for the appeal) and queries with regard to the decision of award are to be directed to:

The City Manager
Attention Ms S. Pillay eMail: Simone.Pillay@durban.gov.za
P O Box 1394
DURBAN
4000

PART E2: RETURNABLE DOCUMENTS

E2.1: LIST OF RETURNABLE DOCUMENTS

E2.1.1 General

The submission document must be submitted as a whole. All forms must be properly completed as required, and the document shall not be taken apart or altered in any way whatsoever.

The respondent is required to complete each and every Schedule and Form listed below to the best of his / her ability as the evaluation of submissions will be based on the information provided by the respondent. Failure to complete the Schedules and Forms to the satisfaction of the Employer will inevitably prejudice the tender and may lead to rejection on the grounds that the submission is not responsive

E2.1.2 Returnable Schedules, Forms and Certificates

Certificate of Authority

Declaration of Municipal Fees

Record of Addenda to Tender Documents

CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS

MBD 2 : Tax Clearance Certificate Requirements

MBD 4 : Declaration of Interest

MBD 5 : Declaration For Procurement Above R10 Million

MBD 8 : Declaration of Bidder's Past SCM Practices

MBD 9 : Certificate of Independent Bid Determination

Evaluation Schedule :

Joint Venture Agreements (if applicable)

E2.1.3 Preferential Procurement Schedules and Affidavits

In the event of the Tenderer not being registered with the eThekwini Municipality the following documents, available from Room 614, 6th Floor, 166 KE Masinga Road, Durban or on the internet, must be completed and submitted prior to the submission of tenders:

- Application for Registration on the eThekwini Municipality Procurement Directory.
- Application for Targeted Enterprise Status.
- Women Equity Declaration Affidavit.
- Declaration for Black Business Enterprise / Woman Business Enterprise / SMME Status.

PART E2: RETURNABLE DOCUMENTS

E2.2: SUBMISSION SCHEDULES

The submission schedules as listed in E2.1.2 can be found on pages **Error! Bookmark not defined.** to 24.

CERTIFICATE OF AUTHORITY

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY		CLOSE CORPORATION		PARTNERSHIP		JOINT VENTURE		SOLE PROPRIETOR	
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

……..……..
..

hereby authorise Mr/Mrs/Ms
……..……..

acting in the capacity of
.....

to sign all documents in connection with the tender for **Contract No.** WS-7112 and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Notes

The following documents must be attached to the back inside cover to this procurement document:

If a Company : a “Resolution of the Board” in this regard.
If a Joint Venture : a “Power of Attorney” signed by the legally authorised signatories of all the partners to the Joint venture.

DECLARATION OF MUNICIPAL FEES

I, the undersigned, do hereby declare that the Municipal fees of

.....

(full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

Account	Account Number: to be completed by tenderer.
Consolidated Account No.	
Electricity	
Water	
Rates	
JSB Levies	
Other	
Other	

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears. ATTACHED, to the back inside cover of this document, please find copies of the above account's and or agreements signed with the municipality.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekwini municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ……..……..…… DATE: .....

(of person authorised to sign on behalf of the Tenderer)

RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications received from the Employer or his representative before the date of submission of this tender offer, amending the tender documents, have been taken into account in this tender offer.

ADD.No	DATE	TITLE OR DETAILS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

NAME : ..... (Block Capitals)

SIGNATURE : ……..……..…… DATE: .....

(of person authorised to sign on behalf of the Tenderer)

CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS

The following SECTIONS are required to be completed as part of this procurement document

Section	Description	Required?
A	General Enterprise Information	Yes
B	MBD2 (Revised) : Tax Clearance Certificate Requirements	Yes / No
C	MBD4 : Declaration of Interest.....	Yes / No
D	MBD5 : Declaration For Procurement Above R10 Million	Yes / No
G	MBD8 : Declaration of Bidder's Past SCM Practices.....	Yes / No
H	MBD9 : Certificate of Independent Bid Determination.....	Yes / No
I	Confirmations, Authorities, Certifications, Acknowledgements and Signatures	Yes

NOTES

MBD4. MSCM Regulations: "**in the service of the state**" means to be:

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal enterprise;
(c) an official of any municipality or municipal enterprise;
(d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public enterprise; or
(f) an employee of Parliament or a provincial legislature.

"**Shareholder**" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

MBD9. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Ref	Description	Complete or Circle Applicable

SECTION A : GENERAL ENTERPRISE INFORMATION

1.0	Full Name of bidder or his or her representative	
1.1	ID Number of bidder or his or her representative	
1.2	Position occupied in the enterprise	
2.0	Name of enterprise:	
2.1	Tax Reference number, if any:	
2.2	VAT registration number, if any:	
2.3	CIDB registration number, if any:	
2.4	Company registration number, if applicable:	
2.5	Close corporation number, if applicable:	
2.6	Municipal Supplier reference number (PR), if any:	
2.7	South African Revenue Service Tax Compliance Status PIN :	
2.8	National Treasury Central Supplier Database registration number	

3.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No. *
Use additional pages if necessary			

Ref	Description	Complete or Circle Applicable

SECTION B: MBD 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1.0 In order to meet this requirement bidders are required to complete the TCC 001 : "Application for a Tax Clearance Certificate" form and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2.0 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3.0 The original Tax Clearance Certificate must be submitted together with the bid (attached to the inside back cover of this procurement document). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4.0 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5.0 Copies of the TCC 001 : "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za .

6.0 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za .

7.0 Notwithstanding Clauses 1.0 to 6.0 above: Since 18 April 2016, SARS has introduced a new Tax Compliance Status System (TCS). As part of this enhanced system, tenderers can now submit a Tax Compliance Status PIN instead of an original Tax Clearance Certificate (TCC). This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status. This number, if available, is to be entered in Item 2.7 of Section A of these consolidated Municipal Bidding Documents.
For further particulars please contact your nearest SARS branch, or call the SARS Contact Centre on 0800 00 7277, or log onto SARS eFiling.

Attach a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Service, to the inside back cover of this procurement document

SECTION C: MBD 4: DECLARATION OF INTEREST

No bid will be accepted from persons "in the service of the state". Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1.0	Are you presently in the service of the state? If yes, furnish particulars : ……	YES	NO
2.0	Have you been in the service of the state for the past twelve months? If yes, furnish particulars : ……	YES	NO
3.0	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars : ……	YES	NO
4.0	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish particulars : ……	YES	NO
5.0	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars : ……	YES	NO
6.0	Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? If yes, furnish particulars : ……	YES	NO
7.0	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? If yes, furnish particulars : ……	YES	NO

8.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers are indicated in **SECTION A of these Consolidated Municipal Bidding documents**.

Ref	Description	Complete or Circle Applicable

SECTION D: MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

1.0	Are you by law required to prepare annual financial statements for auditing? If YES, you will be required to submit audited annual financial statements (on request during the tender evaluation period) for the past three years or since the date of establishment if established during the past three years.	YES	NO
2.0	Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO
3.0	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO
4.0	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).	YES	NO

EVALUATION SCHEDULE: TENDERER'S EXPERIENCE

The experience of the tendering entity or joint venture partners in the case of an unincorporated joint venture or consortium, as opposed to the key staff members / experts, in projects of similar type and scale over the last five years will be evaluated. Tenderers must provide details of their knowledge of the local area and previous experience with key local stakeholders.

Tenderers should very briefly describe their experience in this regard and attach this to this schedule. Proof of participation / case studies and contact details of clients of the relevant projects must also be provided

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, where available	**Description of event**	**Detail of work undertaken, nature of work & value**	**Date undertaken**

The scoring of the tenderer's experience will be as follows:

Level	pts	Criterion: TENDERERS EXPERIENCE (CIDB 1; 2; 3 & 4)
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	**CIDB 1 – One (**1) Project of a similar nature over the past 5 years **CIDB 2 & 3** – One (1) Project of a similar nature over the past 5 years. **CIDB 4** – One (1) Project of a similar nature over the past 5 years.
2	70	**CIDB 1 – Two (2)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Two (2) Project of similar nature over the past 5 years **CIDB 4** - Two (2) Project of similar nature over the past 5 years
3	90	**CIDB 1 - Three (3)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Three (3) Project of similar nature over the past 5 years . **CIDB 4** - Three (3) Project of similar nature over the past 5 years
4	100	**CIDB 1 - Four (4)** Project of similar nature over the past 5 years **CIDB 2 & 3** – Four (4) Project of similar nature over the past 5 years **CIDB 4** – Four (4) Project of similar nature over the past 5 years

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

NAME : ..... (Block Capitals)

SIGNATURE : ……..……..…… DATE: .....

(of person authorised to sign on behalf of the Tenderer)

PERSONNEL SCHEDULE

Name	Title	Job Description	Qualifications / Years of Experience	Estimated Period of Engagement (Weeks)

EVALUATION SCHEDULE: EXPERIENCE OF KEY STAFF

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

1) General experience, level of education and training and positions held of each operational area team leader.
2) The skills and experience of the assigned staff in the specific operational areas. Linked to the scope of work.
3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to events e.g. local conditions, legislation, techniques etc.

CVs of the team director, and team leaders of **not more than 2 pages each** should be attached to this schedule: (define which CV's are required). Each CV should be structured under the following headings:

Personal particulars	Qualifications	Skills	Name of current employer and position in enterprise	Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

Level	pts	Criterion: KEY RESOURCES (CIDB 1; 2; 3 & 4)
0	0	No Submission or Submission of no substance / irrelevant information provided
1	40	**CIDB 1 - Artisan**-Qualified with N2 certificate and LESS than 6 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and minimum 6–12 months relevant experience in mechanical and/or electrical engineering. CIDB 4 - **Artisan**-Qualified with N2 certificate and minimum 12-18 months relevant experience in mechanical and/or electrical engineering.
2	70	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 6 -12 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and between 12 – 18 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 18-24 months relevant experience in mechanical and/or electrical engineering.
3	90	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 12-18 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and minimum 18–24 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 24-30 months relevant experience in mechanical and/or electrical engineering.
4	100	**CIDB 1 - Artisan**-Qualified with N2 certificate and between 18-24 months relevant experience in mechanical and/or electrical engineering. **CIDB 2 & 3** - **Artisan**-Qualified with N2 certificate and minimum 24-30 months relevant experience in mechanical and/or electrical engineering. **CIDB 4** - **Artisan**-Qualified with N2 certificate and minimum 30-36 months relevant experience in mechanical and/or electrical engineering.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

NAME : ..... (Block Capitals)

SIGNATURE : ……..……..…… DATE: .....

(of person authorised to sign on behalf of the Tenderer)

JOINT VENTURES AGREEMENTS

Joint Venture agreement and Power of Attorney Agreements to be attached here.

PART E3: INDICATIVE SCOPE OF WORK

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E 3.0 OVERVIEW

NB: EWS cannot guarantee any work described herein being outsourced and/or awarded.

EWS is desirous of engaging with and establishing a panel of pre-approved, qualified SMME M&E practitioners that can be deployed to address specific assignments in the water and sanitation environment, in support of the RET policy.

Typical assignments would include but not be limited to the following on any Mechanical & Electrical Branch engineering contract work :

- Extraction/Refurbishment/Installation/Commissioning of various types of wastewater pumping modules (centrifugal, progressive cavity, Archimedean),
- (Low Voltage up to 1000 volts which includes repairs to motor control centres which has various starters and control namely direct on line (DOL), star delta, soft starters and variable speed drives
- Lighting including domestic, industrial, high mast lighting etc.
- Medium Voltage(up to 11000 volts) , repairs and maintenance of switch gear, fault finding and cable jointing
- Instrumentation controls repairs and maintenance to programmable logic controls, flow meters, various wastewater related instruments.
- Shut-off, NRV, Control valve clusters.
- Rotating Equipment covering industrial drives, motors, and gearbox transmissions.
- Blower units/Compressors
- Sludge Drying Machinery (Belt-Press, Centrifuge)
- Steam Generators, Hamworthy type heating modules
- Automated Mechanical Screens
- Sand Filter Plant
- Vortex Degritters
- Conveyor Systems
- Biogas Systems (minor repairs)
- All Electronics and Instrumentation ad hoc repairs as required by Control & Instrumentation Unit.

inter alia

E3.1 CONTRACT PARTICIPATION GOAL IMPLEMENTATION PLAN

E3.1.1.1 PURPOSE

The purpose of this document is to outline the Contract Participation Goal (CPG) implementation plan for the above contract. The document seeks to outline the processes that must be followed in order for Main Contractors to award work to the designated groups as defined in the Contract document.

A pool of enterprises, from all qualifying CPG sub-contractors, with minimum and required experience, or alternatively, and who are suitably qualified 1ME/EB to 4ME/EB EME's and QSE's which are at least 51-76 % black owned will be considered for inclusion in a pool of contractors to be utilised where Contract Performance Goals are applied.

Qualifying Contractors deemed responsive for the Minor and Intermediate Work Categories may also be considered for CGP opportunities arising on Major Work Type categories, subject to such companies being between CIDB 1ME/EB & EP and 4ME/EB & EP and >51% black owned.

The main contractor shall provide an implementation plan during the contract period and submit proof that the target has been achieved failing which a penalty shall be applied as specified in the main document, which shall be 0.5% of the contract value (excluding PC sums and fixed cost allowances) for every 1% of CPG not achieved

The main Contractor will source a CPG partner from the pool of CPG subcontractors awarded under this enquiry.

M&E will initially accommodate the maximum of 60 eligible CPG sub-contractors as per the maximum tenderers per CIDB category.

Table

CIDB GRADE	**1**	**2**	**3**	**4**
NUMBER OF CPG SUBCONTRACTORS REQUIRED	20	15	15	10

E3.1.1.2 System of Rotation and allocation of work to CPG Subcontractors

(a) Rotation

The CPG subcontractors shall be engaged in the main contract on rotational basis over a period of 36 months on basis of the minimum amount of work that has been allocated to each cpg subcontractor. which shall not be less than a minimum of one assignment per month/ cpg subcontractor during his/her turn. The period of engagement for each cpg subcontractor shall be a maximum of twelve(12) months. The allocation of work shall follow the guideline specified in the Annexure-J **(**Contract Participation Overview, Page 6-8 of 23) document.

(b) Allocation of work

To meet our objectives of this Expression of interest and empowerment goals, EWS shall aim at providing a minimum of one assignment per month to each cpg subcontractor being developed. Work shall be allocated as per CIDB grading of each cpg subcontractor. The type of work allocation is explained in Annexure J which shall be shared with the main contractor during the kick-off meeting.

(c) Source of work allocation

M&E Branch always have two contracts running concurrently which are used for the maintenance and repair function service for Fresh Water infrastructure and Wastewater infrastructure. Usually, these contracts are set to run for longer periods, two to three years per time. The two contracts are the wagons which M&E Branch use to keep equipment maintained and repairs done in both freshwater sites and wastewater sites. Both contracts use main contractors and subcontractors to render these services. M&E Branch database is open to be used by any other department that may be seeking similar services.

E3.1.2 PROCEDURE FOR IMPLEMENTATION

(a) Contractor Performance

Any contractor who fails to perform satisfactorily during the term of this contract period, and/or whose previous contract issued under any other Contract of Works has been terminated for non-performance, will be advised accordingly and will not be invited to tender again .

(b) Identification of Work

Work suitable for sub-contracting to the designated groups will be identified by the M&E Engineer, or at the suggestion of the Main Contractor (with approval from the M&E Engineer). The tasks identified as being suitable may predominantly be planned activities of which speed of resolution is not the driving factor. This decision, however, is left to the discretion of the M&E Engineer who will consider all factors. The Employer's Agent will consider the nature and scope of the emergency and determine the most appropriate Type of Work and assess the value of the work to determine whether it is categorised as a Minor, Intermediate or Major work.

(d) Scope of Work

The Main Contractor is responsible to develop the scope of work for each task to be sub-contracted. The scope of work must be forwarded to the M&E Engineer for approval, prior to advertising. In the case of pump and/or motor repairs, the Main Contractor will be responsible to strip, assess and define the draft scope of work. The draft scope of work will be reviewed and amended as required by the M&E Engineer and confirmed as final once this is acceptable to him. The Main Contractor must allow for site visits/inspections as required by the M&E Engineer in order to confirm the final scope of work.

E3.2 LIST OF POTENTIAL CPG SUB-CONTRACTORS

EWS will provide the Main Contractor with a list of potential sub-contractors who have been awarded under this enquiry. This list of sub-contractors is not an exhaustive list and EWS is not bound to utilizing these sub-contractors only. Nor does provision of the list imply an endorsement of the sub-contractors by EWS or M&E Branch. It is a requirement though, that the sub-contractors who appear on the list must be invited to bid on all works identified under this plan.

The Principal Agent or Employer's Agent will determine whether the circumstances, nature or complexity of the work allows for competitive tenders or whether the complexity or situation warrants in his or her opinion, an appointment of the most qualified and competent contractor.

The categories of contractors shall also be inclusive and adhering to Mechanical & Electrical Branch's Annexure-J (Contract Participation Overview, Page 6-8 of 23**)**

The selected panel will be managed by **The Managing Contractor** as per main contract document.

(a) This Contractor shall be performing the management function of the whole works and the operations of the businesses of all sub-contractors from 1-4 grades and shall be fully competent.

(b) This Contractor shall be taking all responsibilities of the contract and answering and / or reporting to the client, EWS.

(c) This Contractor shall be invoicing the EWS and making sure that he/she settles the payments of all sub-contractors in time.

(c) This Contractor shall be reviewing and checking and auditing all the work done by subcontractors for compliance to EWS Specifications, SABS standards and OHS Act Requirements.

(e) This Contractor shall be writing and submitting reports to EWS on quarterly and annual basis on costing in order to make sure that the budget spent per year is not quickly depleted or not over spent.

(f) This Contractor shall be submitting Contract Participation reports and stats to the CPG Partner and/ or CPG Champion.

(g) This contractor shall be responsible for mentorship of all subcontractors.

E3.2.1.1 Level 3 Sub-Contractors – CIBD 4

(a) These subcontractors shall be fully competent and subcontracting the main contractor directly.

(b) These contractors shall be assisting the main contractor in mentoring the lower level subcontractors if required.

(c) These subcontractors shall be doing full repairs of equipment from intermediate to major works.

E3.2.1.1 Level 2 Sub-Contractors – CIBD 2&3

(a) These contractors shall be sub-contracting the main contractor and be fully competent.

(b) These contractors shall be performing all the engineering repair and maintenance work required as per EWS guided by the main Contractor. This shall also include the procurement of spares and equipment.

(c) These Contractors shall be assisting the main contractor in performing mentorship and upliftment function to the lower Level 1 subcontractors assisting them in performing their functions.

(d) These Contractors shall be invoicing the Managing Contractor and making sure that the Lower-level 1 Contractors submitting their invoice in time.

(e) These subcontractors must have done or participated or sub-contracted to 2 or more mechanical and electrical projects successfully completed in the last 5 year.

E3.2.1.2 Level 1 Sub-Contractors - CIDB 1

(a) These subcontractors shall be unskilled or with limited experience.

(b) These Contractors shall be involved in assignments such as, stripping of equipment and assessing of parts procurement of spares, and consumables required, compiling scope of work guided by the Second Level Contractors and Main Contractor. They shall be none or semi-competent.

(c) These Contractors shall be involved in the removal and the installation of the equipment on site and any other work as determined.

(c) These subcontractors shall be responsible for logistics.

(d) These subcontractors may have done or participated in 1 mechanical/electrical project greater successfullycompleted in the last 5 years.

(e) These contractors may include labor staff from local ward.

The Task Orders will provide details of the precise nature of the services required and any task specific requirements including the nature of quotation required (whether OEM or standard). Where necessary, for specialist works, additional eligibility requirements relevant to nature of the services required may be included in the call for quotations for a Task Order. The Prime Contractor must issue an official invitation to tender, via email, to all potential sub-contractors, as well as any other party identified by the Main Contractor or the M&E Engineer. The invitation to tender must contain the following details as a minimum:

- Guideline of quoting (OEM or general)
- Contract number
- Main Contractor's Details
- Work Request and CS Numbers
- Facility Details (including Ward number and region)
- High-Level Description of Scope of Work
- Estimated CIDB Designation requirement (1,2,3 or 4 as per CIDB tender value ranges)
- Required CIDB Category (eg. ME, EB or CE)
- Date, time and venue of compulsory site meeting (GPS co-ordinates, if required)
- Date and time of tender closing
- Details for return of tenders (location to be submitted)
- Requirements for Submission of Tenders (submitted in a sealed envelope, marked with the Contractor's Name and the WR and CS Numbers)
- Main Contractors Contact Details for Clarifications
- Eligibility Criteria (as listed in 2.1 above), including documentation requirements for adjudication of quotations.
- Functionality Criteria (e.g., Tenderers must demonstrate previous experience with Water Pump Repairs, including references)
- Preference Criteria (Tenderers based within the ward get a scoring advantage)

The final approved scope of work (in the form of a schedule of quantities) must be included with the invitation to tender in pdf format. The invitation must be sent to the M&E Engineer for approval prior to the email being sent to all potential tenderers.

E5.0 COMPLETION

The Main Contractor must inform the M&E Engineer when the work has been completed. The M&E Engineer reserves the right to schedule inspection of the work on site, for which the Main Contractor and sub-contractor must be present. Payment can only be claimed once the M&E Engineer has confirmed acceptance of the completed WR. Upon confirmation of acceptance of the completed work by the M&E Engineer, the Main Contractor must issue a Certificate of Completion, on the Main Contractor's letterhead, which must be addressed to the sub-contractor and must include the order number and the final contract amount. The certificate of completion must be signed and dated by an official from the Main Contractor.

E5.1 Certificate of Final Payment

Contractors may be awarded a Works Order and be remunerated on a re-measurement basis, lump sum basis or on a proven costs basis with a percentage mark-up for administration, profit and overhead costs, (as stated in the Contract Data); such mark-up shall be to a maximum of 20%, or as may be amended from time to time by the Employer; (such amendment shall be approved by the Accounting Officer); the method of payment will be determined by the Employer as and when the Task order is issued, based on the nature of the works.

The percentage mark-up shall cover all costs above site agent level, and shall include, buying department staff, administrative support, directors salaries and other non-direct / incidental costs.

Once final payment has been authorised by the M&E Engineer, the Main Contractor must issue a Final Payment Certificate, on the Main Contractor's letterhead, which must be addressed to the sub-contractor and must include the order number and the final contract amount. The Final Payment Certificate should include all part payments made and must be signed and dated by an official from the Main Contractor.

E5.2 Sub-contracting of Call-Out Duties

If a Main Contractor opts to utilize a sub-contractor which qualifies for CPG credit, for call-out duties on this contract then this sub-contractor must be vetted for compliance by the M&E Engineer. This sub-contractor must be based in the eThekwini region. If the M&E Engineer approves use of a specific sub-contractor, then the Main Contractor must enter into a sub-contracting agreement with said sub-contractor. The sub-contractor is expected to respond within 2 hours from the time the call-out was initiated and failure to comply with this response time may result in sub-contractor being disqualified and taken out of the sub-contractors list. The project Manager shall keep records like email, number of times he/she called the non-responsive sub-contractor.

E5.3 Reporting on CPG Compliance

As envisaged in clause PS.4.5 of the Contract Document, the contractor is required to submit, inter alia, a spreadsheet summary of all subcontracted work made in attaining the Contract Participation Goal (CPG). This spreadsheet must also detail the percentage CPG value to each designated group as well as the overall CPG percentage achieved. All CPG subcontractors shall be verified by the Supply Chain Management Unit.

E5.4 Involvement of Ward Councilors and Hiring of Locals

Before any work takes place in a particular ward, it is the duty of the project manager to inform the ward councilor about work through EWS liaison officer and RET office. EWS through the main contractor should also consider recruiting locals for general labor work whereby the ward councilor will facilitate that by submitting the list of persons for that purpose. EWS knows there may also be skilled persons and their companies other than labor personnel and shall consider those only if they have submitted their companies through EWS SCM tendering procedures as mentioned in this Expression Of interest document. It is advisable that the project manager and the main contractor MUST NOT deal directly with the ward councilor nor the members of the public. If there are issues which are not engineering related, the EWS Liaison Officer or RET Champion office representative shall deal with such matters.

E5.5 Validity Of this Expression of Interest Framework

The term of this Expression of Interest Framework contract is for 3 years from date of Letter of Award. Contractors can only be issued with Task Orders to provide the services within the term of the EOI. There will be no task orders issued beyond the 3 years of the Expression of Interest framework. Task Orders may, however, have a completion date which extends beyond the term of the EOI - Framework Contract.

E5.6 Ongoing Management of The EOI - Framework

Experience of key personnel will be assessed at the time of tender. Staff reflected must be currently employed by the CPG sub-contractor at the time of tender. Should such key staff no longer be employed by the sub-contractor during the EOI - framework term, it is the sub-contractor's responsibility to immediately inform the Employer's Agent of such changes, who shall evaluate the replacement to ensure such is equivalent or better than originally submitted. Failure to provide required suitable staff will result in the Sub-contractor being suspended from the panel.