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**ELUNDINI LOCAL MUNICIPALITY
TENDER NOTICE AND INVITATION TO TENDER**

The Elundini Local Municipality is requesting for proposals on the following services for a period of one (1) year:

Project Name	Bid No	Compulsory Briefing and Inspection on Thursday, 09 December 2021
Provision of Physical Security Services	ELM-4/017/2021-2022	Mount Fletcher Municipal Offices and facilities at 10:00 Ugie Municipal Offices and facilities at 14:00
Provision of Sanitising and Fogging services	ELM-4/018/2021-2022	Mount Fletcher Municipal Offices at 12:00 Nqanqarhu Municipal Offices and facilities at 13:00 Ugie Municipal Offices and facilities at 15:00

The Municipality wishes to invite suitable qualified and experienced service providers for the following services:

1. Provision of 24/7 Physical Security Services by one accredited service provider in each of the municipal offices and other sites that are located within the precinct of Ugie and Mount Fletcher towns for a period of twelve (12) months.
2. Provision of equipment, products and services for sanitizing and fogging of municipal offices and facilities in Nqanqarhu, Mount Fletcher and Ugie, quarterly by one service provider for a period of twelve (12) months.

Contracts will be based on the National Treasury General Condition of Contracts. Bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000) and the regulations pertaining thereto (2017), as well as the Elundini Local Municipality's Supply Chain Management Policy 80/20 preference point system will be used.

Stage 1 of Evaluation: Eligibility Criteria for all the two projects will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document. **Bidders with non-compliant with the requirements of the eligibility criteria will be disqualified and not be considered for further evaluation**

Stage 2 of Evaluation – Quality criteria and maximum score in respect of all the projects are as follows:

ELM-4/017/2021-2022		ELM-4/018/2021-2022	
Quality Criteria	Maximum number of points	Quality Criteria	Maximum number of points
A. PSIRA Registration and Letter of Good standing	10	Experience	50
B. Company Vehicle and Equipment	25	Empowerment	25
C. ICASA Certificate	10	Methodology	25
D. Corporate Security Experience and Professional conduct of bidder	25		
E. Proposed Methodology	30		
Total Points	100	Total Points	100

The minimum score of 70% out of 100 points must be score in order to proceed to the Financial Evaluation on both bids.

Stage 3 of Evaluation – Price and Preferential Points system will be 80/20

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
 Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager

The terms of reference, detailed breakdown of Eligibility Criteria and functionality criteria, and scope of work including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.elundini.gov.za and will be also attached in the tender document.

Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za Technical enquires may be addressed to Ms M. Ramarou, Tel No. 045 932 8185 or email: ramaroum@elundini.gov.za

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The tender document will be available on **Thursday, 02 December 2021**.

NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za. Upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections

Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER**: must be delivered to the **Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Thursday, 06 January 2022** for this bid at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

TOTAL BIDDING PRICE



KHAYALETU GASHI
MUNICIPAL MANAGER

BID CONDITIONS AND INFORMATION

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. Agreement

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. Completion of Bid Documents

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. Alteration or Qualification of Bid

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. Signatory

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. Submission of Bid

- (a) Completed bid document and CD or Memory-Stick of the whole tender submission converted into PDF format and supporting documentation must to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER as well as closing date and time:** must be delivered to the **Elundini Local Municipality, at No. 1 SellerStreet, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Thursday, 06 January 2022** for this bid at which time the tenders will be opened in public. Failure to adhere to the above conditions shall deem a bidder non-responsive.
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- c) Clearly mark the back of the envelope with your bidder's name and address .

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- b) the tenderer or any of its 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 terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

14. Requirements for the Joint Venture

Terms of Reference:

Provision of equipment, products and services for sanitizing and fogging of municipal offices and facilities in Nqanqarhu, Mount Fletcher and Ugie, quarterly by one service provider for a period of twelve (12) months.

2. Project Description

Suitable qualified service providers required that will assist the municipality to deal with OHSA related risks due to the Corona Virus. This is to reduce the risk of spreading the infections and diseases in the work place. Service providers are expected to submit bids for the Health and Hygiene Equipment and the Services required to combat the spread of the virus.

The equipment, products and services needed are for the hygiene upkeep of municipal office space and facilities.

3. Project Background

On 29 April 2020, the Department of Employment and Labour issued guidelines for employers to deal with COVID-19 at the workplaces. The Department of Employment and Labour appealed to employers to use the prescriptions of the OHSA, in particular the Hazardous Biological Agents Regulations governing workplaces in relation to Coronavirus Disease 2019 caused by the SARS-Cov-2 virus.

In addition to direct human-to-human transmission, contaminated surfaces and unhygienic office spaces also pose a risk of transmitting viruses. Especially in the current COVID-19 pandemic, this is of great importance.

All work spaces, surfaces and equipment are cleaned regularly before work begins and during the working period. All areas such as toilets, common areas, door handles and shared electronic equipment are regularly cleaned and disinfected. However, measures to keep working spaces and surfaces virus free include deep cleaning, sanitising, disinfecting and fogging.

4. Eligibility Criteria

Only those tenderers who satisfy the following eligibility criteria **and who provide the required evidence in their tender submissions** are eligible to submit tenders and have their tenders evaluated Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

Item description		Please indicate with an "X" whether the offer complies with the requirements		
		Yes	No	Comment
(a)	The Service Provider must submit the certificate of disinfection.			
(b)	Failure to comply with PPE threat requirements will lead to cancellation of contract			
(c)	Service Provider to limit the exposure of any losses.			
(d)	Attach the confirmation that the correct chemicals will be used and are SABS approved.			
(e)	Attach commitment to utilise local labour.			
(f)	Service provider must be registered with the Cleaning Industry Regulatory Authority or be a Member of a Cleaning Association in South Africa.			

5. SCOPE OF WORK

The Elundini local municipality offices and buildings are used by employees of the municipality including but not limited to:

- Nqanqarhu main offices
- The DLTC (which is mostly a public space with a high human traffic flow throughout the day)
- Ugie main offices
- Mount Fletcher main offices
- Libraries in Mount Fletcher, Nqanqarhu and Ugie
- Tourism Center Nqanqarhu
- Craft Center Mount Fletcher

6. MANAGEMENT AND SUPERVISION

- The supplier is to provide supervision and ensure compliance with the specifications.
- The supplier is to provide supervision to ensure that their staff members are trained, fit and proper to perform the services.
- The supplier to report any difficulties or safety hazards to the municipality immediately.

7. SUPPLIER'S RESPONSIBILITIES

- To ensure that all cleaning staff have proper full PPE to minimise their exposure and risk of both infections and transmissions.
- To ensure that they have proper equipment (e.g ladder to reach high areas) when performing the cleaning service.
- To ensure provision of transport and safety to the cleaning staff at all times. Elundini municipality will NOT be held liable for any incidents or safety of the supplier's cleaners.
- To ensure that should any of the cleaning staff be found infected during the period of the service, the municipality should be notified immediately.
- To ensure that there is adequate cleaning material at all times when performing the services.
- To ensure that at all times the cleaning staff adheres to the regulation and keep the necessary social distance and practice the frequent hand hygiene.
- For service guarantee and requirements: The service provider should utilise equipment and cleaning material that are recommended by the World Health Organisation (WHO) and also approved by SABS for deep cleaning and disinfection.
- For Compliance with Regulations and Standard Specification: The service provider shall ensure that all chemicals used comply with prescribed laws and regulations. The service provider must provide supervision for his/her employees whilst working. The service provider to ensure that Health and Safety requirements are complied with at all times as guided by WHO.

PART A

MAINTANING AND SANITIZATION SERVICES TO ALL COMMONLY TOUCHED SURFACES ON QURTERLY BASIS.

The QUATERLY sanitising include but not limited to the following:

1. SANITIZING

Sanitising aims at combatting virus and other related diseases. The sanitising includes:

Item no.	Description	Itemised Service Price
1	Ablutions: Deep sanitizing of SHE bins, urinals, toilet seats, hand washbasins, tiled flooring, and clean mirrors, disinfect floor surfaces and disinfect toilet brush.	
2	Tiles floors and corridors: sanitise all surface areas and frequently touched areas	
3	Kitchen areas: sanitise all frequent touched objects, i.e working tops, sink area, cupboard handles, microwaves, fridges, kettle, etc.	
4	Doors: wipe door handles and knobs, frames, wipe the entire door and disinfect	
5	Walls: Where required wipe walls, edges of wall hangings, wipe mirrors and pictures and wipe and disinfect the light switch	
6	Boardrooms: Clean chairs and disinfect blinds	
7	Office Furniture and Equipment: wipe all office furniture including printers, monitors and telephones and disinfect	
8	Common areas: wipe the entrance doors, frames, lobbies and disinfect the surfaces.	
	Total	

2. FOGGING

- The fogging service/system must disinfect, sanitise and protect workplace.
- The germicidal treatment must kill all infectious diseases, bacteria and/or viruses that linger within the facility, yet remain invisible to the naked eye.
- The fogger must reach spaces that cleaners can't reach, making sure to eliminate all harmful germs.
- The system must not be harmful/toxic to people and plants.

3. SANITARY RENTED EQUIPMENT FOR MANINTANENCE including SUPPLY AND DELIVER OF CHEMICALS

The MONTHLY Maintenance Service of the RENTED FITTED EQUIPMENT include but not limited to the following:

Item No	Description	Unit Price
1	Sensor-activated paper towel dispenser (platinum finish): Rented supply and fit units as per the SLA (including necessary batteries).	
2	12L Plastic foot pedal sanitary towel bins: Remove waste, replace bin liner and sanitise bins inside and outside	
3	(Rented supply and fit) - 1L refillable wall mounted liquid hand wash soap dispenser with a level indicator window: Supply and fit units as per the SLA	
4	(Rented supply and fit) - 1L refillable wall mounted hands-free hand sanitizer dispenser with a level indicator window: Supply and fit units as per the SLA	
5	(Rented supply and fit) – Ablution wall mounted commercial aerosol motion sensor air freshener refill spray dispenser: Supply and fit units per the SLA	
6	(Rented supply and fit) - Wall mounted lockable stainless-steel toilet paper roll holder of 3x toilet rolls: Supply and fit units as per the SLA	

7	(Rented supply and fit) - 1L refillable wall mounted toilet seat sanitizer dispenser with a level indicator window: Supply and fit units as per the SLA	
8	(Rented supply and fit) - Wall mounted electric hand dryer: Supply and fit units as per the SLA	
9	1 ply hand towel 150 meters in a pack of 6 (core diameter size 50mm): Supply and deliver as per the SLA and purchase order	
10	25L hand wash liquid soap: Supply and deliver as per the SLA and purchase order	
	25L 70 % alcohol hand Sanitiser: Supply and deliver as per the SLA and purchase order	
11	25L 70% alcohol foam toilet seat sanitiser: Supply and deliver as per the SLA and purchase order	

4. PRICING

4.1 The municipality deems a fixed price per service quoted including the rented units and equipment. Which will be adopted and accepted as prices for the bid submitted.

4.2 The price should be exclusive of VAT.

4.3 The price for the service should INCLUDE costs of:

- PPE
- Local labour
- Cleaning material
- Cleaning equipment;
- Profit etc.

4.4 Prices of the service should include unit equipment rentals and chemical delivery costs as quoted - to the delivery address mentioned under note (2) below.

4.5

Service	Frequency	Price per town and building (mentioned under scope of work above)
Maintenance of sanitisation of frequently touched areas	Quarterly	
Fogging	Quarterly	

5. EXECUTION OF SERVICE

Activation letter will be issued quarterly.

6. EVALUATION CRITERIA

Bids will be evaluated in order to establish whether they meet the minimum required thresholds for functionality. In this regard, bidders are required to achieve a functionality score of not less than 75 points out of 100.

FUNCTIONALITY CRITERIA

Functionality	Guidelines	Weight
Methodology		
- Standard Operating Procedures to perform the fogging and sanitisation - List of PPEs and material to be used when fogging and sanitising	Provide an execution plan that covers: - Understanding of CoVID-19 regulations on how these will be adhered to during the execution of the project. - Standard Operating Procures relating to fogging and sanitisation. - List of PPE including chemicals, specified material, use and application. Approach and Methodology = 20 points - Good = 20 Points - Fair = 10 Points - Poor = 03 Points Project Implementation Plan = 05 points - Good = 05 Points - Fair = 03 Points - Poor = 01 Points	25
EXPERIENCE		
- Bidders experience - Successfully completed atleast 5 similar projects (with 7 points allocation for each project successfully completed). (35) - Team leader/Project manager Experience 5 years or more relevant experience in cleaning projects (with 3 points allocation for each year) (15)	Provide reference letters on a referee's letterhead with contactable details to be for the past 5 years in the relevant cleaning service. 5 reference letters = 35 Points 4 reference letters = 28 Points 3 reference letters = 21 Points 2 reference letters = 14 Points 1 reference letter = 07 Points Provide CVs indicating years of experience in the relevant cleaning service with contactable references. 5 years or more relevant experience = 15 Points 4 years relevant experience = 12 Points 3 years relevant experience = 09 Points 2 years relevant experience = 06 Points 1 years relevant experience = 03 Points	50
EMPOWERMENT		
- Local Labour - Local Procurement	Empowerment plan on how the bidder is going to achieve the local labour and procurement. Good Empowerment plan = 25 Points Fair Empowerment = 15 Points Poor Empowerment plan = 05 Points	25
TOTAL POINTS		100 Points

A minimum score of 70 % out of 100 points must be score in order to proceed to the Financial Evaluation.

The minimum threshold/points to qualify for the second stage of evaluation will be **70%**, failure of which will result in such a service provider/supplier being automatically disqualified and not proceeding to the second stage of evaluation wherein Price and B-BBEE will be used to determine the successful bidder

Please note:

1. Suppliers are requested to provide good quality samples of items listed in Table 4 above on request for the purpose of evaluation.
2. Samples to be delivered to Elundini Local Municipality, 1 Seller Street, Nqanqarhu.
3. Supplier are responsible for delivery and collection of samples.
4. Should the samples not meet the minimum requirements of the specification, the bidder will be deemed non-responsive.
5. Prices should include deliver and service costs being quoted - to the delivery address mentioned under number 2 above.
6. Site briefing is compulsory.