



DANNHAUSER MUNICIPALITY

INVITATION TO TENDER: 24/05/2021

DESCRIPTION: RE-ADVERTISEMENT COMPILATION OF THE DANNHAUSER LOCAL MUNICIPALITY PUBLIC PARTICIPATION STRATEGY

THE DANNHAUSER MUNICIPALITY INVITES TENDERS TO SUBMIT TENDERS TO COMPILE THE PUBLIC PARTICIPATION STRATEGY OF THE DANNHAUSER MUNICIPALITY.

Bids are hereby invited from experienced service providers/consortium to **COMPILE THE DANNHAUSER MUNICIPALITY PUBLIC PARTICIPATION STRATEGY** to Dannhauser Municipality.

A NON-REFUNDABLE BID document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 and will be available from **06 September 2021**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) amended 2017. Original Certified copy or original BBBEE must be submitted.

In terms of section of Dannhauser Municipality Supply Chain Management Policy and the official tender procedures, the Municipality will reject all tenders that do not comply with the following conditions:

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days from date of offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin)
- This bid is subject to the general condition of contract (GCC) and if applicable, any other specific conditions of contract
- Company profile with traceable references of related work
- CIPC Registration certificate "CK"
- Current municipal rates account
- Capacity to undertake work within stipulated time frame
- No bids will be considered from person in the service of the state
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box
- The Municipality reserves the right to withdraw any invitation to tenders and/or re-advertise or reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contractor to the bidder scoring the highest number of points.

EVALUATION CRITERIA

Key aspect of criterion	Basis for points allocation	Score	Max points	Verification method
Understanding of terms of reference and Methodology	Ability to correctly interpret and demonstrate application (do not re-write the TOR) Includes a step-by-step process as to how the service provider intends approaching the specific tasks associated with the project	Excellent	35	Proposal that is aligned to the TOR's and demonstrates sound understanding of the magnitude of work to be undertaken.
	Describes how the approach will build in the implementation of the plan	Good	20	
	Describes how the approach will build in the implementation of the plan	Satisfactory	10	
	No understanding of terms and references	Poor	0	No clear understanding of the TOR's
Qualifications and experience of key personnel	Degree in Public Management / Public Administration or Development Studies with five years' experience in projects of similar nature and in government.	Excellent	15	CV, Certified Copy of Qualifications (not older than 3 months)
	National Diploma in Public Management / Public Administration or Development Studies with three years' experience in projects of similar nature and in government.	Good	10	
	No CV, Degree qualification in Public Management / Public	Poor	0	No CV, & Certified Copy of Qualifications

	Administration or Development studies			
Experience of the bidder (Name of traceable reference with contact details to be included for verification)	Four (4) projects letters where the consultant was appointed and completed the compilation of the Public Participation strategy in the past five years.	Excellent	30	Appointment letters and reference letters to confirm the date.
	Three (3) projects letters where the consultant was appointed and completed the compilation of the Public Participation strategy in the past five years.	Good	20	
	Two (2) projects letters where the consultant was appointed and completed the compilation of the Public Participation strategy in the past five years.	Fair	10	
	No experience	Poor	0	No appointment letters and reference letters attached.
Layout and Design of the plan	Presentation / clarity and layout of proposal	Good	10	A clear proposal to be submitted
	Proposal partially well-presented and clear	Fair	5	
	Unclear proposal submitted	Poor	0	
Transfer of knowledge where applicable	Proper detailed plan on how to transfer skills	Good	10	The service provider should detail on their proposal how they will transfer skills.
	Proper detailed plan on how to transfer skills	Fair	5	
	No proper detailed plan on how the service provider will transfer skills	Poor	0	
		TOTAL	100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is 75 points.

Proposals must be submitted in a sealed envelope clearly marked **“TENDER NO:24/05/2021 COMPILATION OF THE PUBLIC PARTICIPATION STRATEGY”**, must be deposited into the tender box situated in the foyer of Dannhauser Municipal offices, 08 Church Street, Dannhauser. Proposals should be received no later than **12H00 on 23 September 2021**, where after bids will be opened in public. No **Late, emailed or Faxed Proposals will be considered.**

Any enquiries with regards to the above may be directed to the **IDP Manager, P.J Ndlovu, email: philanin@dannhauser.gov.za** at 08 church Street or Telephonically on 034-621 2666 Ext. 776 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

**WB NKOSI
MUNICIPAL MANAGER**

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