

CAPRICORN DISTRICT MUNICIPALITY



TERMS OF REFERENCE FOR THE PROVISION OF SERVICING, MAINTENANCE AND REPAIR OF FIRE SUPPRESSION SYSTEM AND FIRE DETECTORS (36 MONTHS CONTRACT) RE-ADVERT

BID NO: COR-A69/2020/2021

CLOSING DATE: 09 FEBRUARY 2022 @ 11H00

BIDDER NAME: _____

TOTAL BID AMOUNT: _____

RECEIPT NO: _____

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CONTENT

1. BACKGROUND INFORMATION	3
2. KEY OBJECTIVES.....	3
3. SCOPE OF WORK	3
4. DELIVERABLES	3
5. EVALUATION CRITERIA.....	4
6. SPECIAL CONDITIONS	5
7. CONTRACT PERIOD	5
8. BID ENQUIRIES	5
9. CONDITIONS FOR THE BID	6
10. ANNEXURES.....	8

1. BACKGROUND INFORMATION

Bidders are invited to bid for servicing, maintenance and repair of fire suppression system and fire detectors for Capricorn District Municipality for a period of three years

2. KEY OBJECTIVES

To ensure that CDM premises' s fire detection systems and suppression are in good working condition at all times.

3. SCOPE OF WORK

- 3.1 The appointed service provider shall be required to provide maintenance, repair and servicing of CDM fire suppression system and detectors as and when required covering the aspects:
- 3.2 Inspection and servicing of the fire suppression system in the server room (Inergen Systems) for every four months.
- 3.3 The inspection and service shall be on the system as a whole, control panel, power supply, emergency power, detection alarm sounders, time delays and cylinders.
- 3.4 Inspection and maintenance of all fire detectors within the buildings as well as panels and sounders for every four months.
- 3.5 Supply and servicing of fire extinguishers.
- 3.6 Installation and servicing of hose reels.
- 3.7 Any other work required to comply with fire occupational health and safety in relation to firefighting regulations.
- 3.8 The appointed service provider must issue the municipality with a certificate of compliance with regard to new installations where applicable

4. DELIVERABLES

Activity	Year 1 Unit price	Year 2 Unit price	Year 3 Unit price	Total for all 3 years
4.1 Servicing and inspection of fire suppression system in the server room				
4.2 Refill of cylinder and supply of new cylinder for the server room	Cost price plus mark-up percentage			
4.3 Inspection and maintenances of fire detectors				

Activity	Year 1 Unit price	Year 2 Unit price	Year 3 Unit price	Total for all 3 years
4.4 Inspection and maintenance of panels				
4.5 Supply of 9Kg fire extinguishers				
4.6 Supply of CO2Kg fire extinguisher				
4.7 Servicing of fire extinguishers				
4.8 Installation of hose reels				
4.9 Servicing of hose reels				
4.10 Cost of kilometres travelled				
4.11 Labour cost per hour (Not applicable to routine service)				
4.12 Battery				
4.13 Manual Call Point				
4.14 Heat detector				
4.15 Smoke detector				
4.16 Sounder bacon				
4.17 Pannel				
4.18 Caples PH10				
4.19 Realay				
4.20 Conduit Pipes				
4.21 Bosal Pipe				
Subtotal				
VAT @ 15%				
Total				

5. EVALUATION CRITERIA

The project will be evaluated in two phases, functionality and preferential point system of **80/20 point** system.

5.1 PHASE 1: Functionality

Bidders must score a minimum of 80 points to proceed to the next phase of evaluation.

Functionality	Points
Financial capacity	
Bank rating of C or proof of funding by registered lender	30

Experience in Similar project (maintenance or repair and servicing of fire suppression systems and detectors) Include minimum contactable references, and testimonials)	
1-2 projects	10
3-4 projects	20
5 projects and above	30

Team capability (Team members must be directors of the company or duly appointed employees of the company)	
2-3 members registered with SAQCC	10
4-5 members registered with SAQCC	30
6 and above members registered with SAQCC	40

5.2 PHASE 2: Price and Equity

The evaluation will be done by using **80/20**-point system as indicated below:

Preference point system	Points
Price	80
BBBEE SCORE	20
Total Maximum Score	100

6. SPECIAL CONDITIONS

Bidders must be registered with South African Qualifications and Certification Committee for fire Industry failure which will result with automatic disqualification.

7. CONTRACT PERIOD

The appointed bidder will sign a 36 months' service level agreement with the municipality.

8. BID ENQUIRIES

All matters related to the specification of this contract shall be directed to Martin Manamela at 015 294 1234 manamelam@cdm.org.za. All matters relating to

Supply Chain Management should be directed to Ms. Violet Masemola at 015 294 1210/ masemolav@cdm.org.za; Mr. Tiro Pilusa at 015 294 1039/ pilusat@cdm.org.za.

9. CONDITIONS FOR THE BID

- 9.1 The employer and each Bidder submitting a Bid offer shall comply with these terms and conditions of Bid. In their dealings with each other, they shall discharge their duties and obligations timeously and with integrity, and behave equitably, honestly and transparently.
- 9.2 Only those bidders who have the necessary experience and skills are eligible to submit bids.
- 9.3 The bidder must attach following with the tender:
 - 9.3.1 The legal registration certificates of the business entity.
 - 9.3.2 Tax access code (pin) issued by the South African Revenue Services to verify your tax matters.
 - 9.3.3 B-BBEE certificate or SWORN affidavit from Commissioner of Oath.
 - 9.3.4 Proof of registration with professional authorities. **(Where Applicable)** proof of registration with the central supplier database (CSD)
 - 9.3.5 Proof that municipal rates and taxes are not in arrears, or a lease agreement or a letter from traditional council
- 9.4 **The bidder must complete the attached forms** (failure to do so will result to disqualification)
 - 9.4.1 MBD 1- Invitation to Bid
 - 9.4.2 MBD 3.1- pricing Schedule – Firm Prices (Purchases)
 - 9.4.3 MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)
 - 9.4.4 MBD 4 - Declaration of Interest
 - 9.4.5 MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011
 - 9.4.6 MBD 7.2 - Contract Form - Rendering of Services
 - 9.4.7 MBD 7.3-Contract Form-Sales of Goods /Works
 - 9.4.8 MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices
 - 9.4.9 MBD 9 Certificate of Independent Bid Determination
- 9.5 Bidders must take note that briefing session will not take place. Bidders may send electronic mails enquiries related to this bid.
- 9.6 The bid price must remain valid for a period of 90 days calculated from the closing days.
- 9.7 The offer shall be open for acceptance by the Municipality during the validity period of 90 days.
- 9.8 The bidder or any of its directors has not:

- 9.8.1 Listed on the register of bid defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the state.
- 9.8.2 Abused the employers supply chain management system.
- 9.8.3 Failed to perform on any previous contract and has been given a written notice in this effect.
- 9.8.4 All information and details must be legible/ readable.
- 9.9 If the bidder fails to fulfil the contract when called upon to do so, the municipality may, without prejudice to its other rights, withdraw or cancel the contract that may have been entered into between the bidder and the Municipality.
- 9.10 Each communication between the Municipality and a Bidder shall be to or from the Municipality only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The Municipality shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the Municipality are stated.
- 9.11 Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs to demonstrate that aspects of the offer satisfy requirements.
- 9.12 The Municipality may accept or reject any variation, deviation, bid offer or alternative Bid offer, and may cancel the Bid process and reject all Bid offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a Bidder for such cancellation and rejection but will give written reasons for such action upon written request to do so.
- 9.13 No bids will be considered from persons in the service of the state (as defined in regulation 1 of the local government: municipal supply chain management regulations)
- 9.14 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.
- 9.15 Use of correctional fluid is prohibited
- 9.16 Any alteration made by the bidder must be initialled.
- 9.17 The bidder must ensure that all pages of the tender documents are initialled.
- 9.18 Successful bidder will be required to enter into formal contract with the municipality.
- 9.19 The Municipality address for the delivery of the bid offer package is:

Location of Bid box	Tender Box
Physical address	41 Biccard Street, Polokwane, 0699
Identification details	Provision of servicing, maintenance and repair of fire suppression system and fire detectors

- 9.20 The closing time for submission of bid offers is as stated in the bid notice and invitation to bid.

- 9.21 Late, Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.
- 9.22 CDM is not obliged to accept the lowest or any tender submission.
- 9.23 Bid will be opened immediately after the closing time at the municipal Offices, at 41 Biccard Street, Polokwane.

10. ANNEXURES

Attached, find Annexure A & B (MBD 1, MBD 3.1, MBD 3.2, MBD 4, MBD 6.1, MBD 7.2, MBD 7.3, MBD 8 & MBD 9) to be completed in line with the official supply chain management policy of the district municipality.