Price – R 848.00

CAPRICORN DISTRICT MUNICIPALITY



TERMS OF REFERENCE FOR PROVISION OF GENERAL BUILDING MAINTENANCE FOR A PERIOD OF 36 MONTHS

BID NO: **COR-A18/2021/2022**

CLOSING DATE: **01 NOVEMBER 2021 @ 11H00**

BIDDER NAME: _____

TOTAL BID AMOUNT: _____

RECEIPT NO: _____

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1. BACKGROUND INFORMATION

Bidders with 5GB / 4GB PE or higher are invited to bid for general building maintenance of all Capricorn District Municipality premises for a period of 36 months.

2. SCOPE OF WORK

Do general maintenance of all CDM buildings with regard to:

2.1 Painting

2.2 Tiling

2.3 Electrical works

2.4 Plumbing works

2.5 Paving

2.6 General building works

2.7 Any other works that may be assigned

3. PRICING SCHEDULE

Description	**Unit Price Year 1**	**Unit Price Year 2**	**Unit Price Year 3**	**Total for three years**
3.1 Labourer				
3.2 Supervisor/ Qualified technician				
3.3 Call out cost				
3.4 Kilometres				
Total				
VAT @ 15%				
Total(incl VAT)				
Percentage mark-up on material				

Some of the works will be executed after hours or during weekends/holidays in line with occupational health and safety provisions

4. EVALUATION CRITERIA

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

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4.1 Phase 1: functionality

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

Criteria	Points
Experience in similar Projects(No of Projects)	40
Team capability (Proof should be attached)	60
Maximum points	**100**

Targeted Goals	Tendered Goal
Experience in similar projects (Proof should be attached)	**40**
1 -2 projects	20
3 – 4 projects	30
5 and above projects	40

Team capability-Team members should be directors of the company or duly appointed employees of the company (Proof to be attached)	60
Company has a qualified electrician	20
Company has a qualified plumber	20
Company has a qualified carpenter	20

4.2 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**

5. SPECIAL CONDITIONS

5.1 A maximum of two labourers will be allowed per requested job if additional labourers are required the arrangement must be made with the municipality.

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5.2 One artisan/ supervisor per requested job.

6. PROJECT DURATION

The duration of the contract will be 36 months from date of signing service level agreement with the municipality

7. 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.

8. CONDITIONS FOR THE BID

8.1 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.

8.2 The bidder must attach following with the tender:

8.2.1 The legal registration certificates of the business entity.

8.2.2 Tax access code (pin) issued by the South African Revenue Services to verify your tax matters.

8.2.3 B-BBEE certificate or SWORN affidavit from Commissioner of Oath

8.2.4 Proof of registration with professional authorities. (**Where Applicable**) proof of registration with the central supplier database (CSD)

8.2.5 Proof that municipal rates and taxes are not in arrears/lease agreement/ letter from traditional council

8.3 **The bidder must complete the attached forms** (failure to do so will result to disqualification)

8.4 MBD 1- Invitation to Bid

8.4.1 MBD 3.1- pricing Schedule – Firm Prices (Purchases)

8.4.2 MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)

8.4.3 MBD 4 - Declaration of Interest

8.4.4 MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011

8.4.5 MBD 7.2 - Contract Form - Rendering of Services

8.4.6 MBD 7.3-Contract Form-Sales of Goods /Works

8.4.7 MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices

8.4.8 MBD 9 Certificate of Independent Bid Determination

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8.5 Bidders must take note that briefing session will not take place. Bidders may send electronic mails enquiries related to this bid. The bid price must remain valid for a period of 90 days calculated from the closing days.

8.6 The offer shall be open for acceptance by the Municipality during the validity period of 90 days.

8.7 The bidder or any of its directors has not:

8.7.1 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.

8.7.2 Abused the employers supply chain management system.

8.7.3 Failed to perform on any previous contract and has been given a written notice in this effect.

8.7.4 All information and details must be legible/ readable.

8.8 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.

8.9 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.

8.10 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.

8.11 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.

8.12 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)

8.13 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.

8.14 Use of correctional fluid is prohibited

8.15 Any alteration made by the bidder must be initialled.

8.16 The bidder must ensure that all pages of the tender documents are initialled.

8.17 Successful bidder will be required to enter into formal contract with the municipality.

8.18 The Municipality address for the delivery of the bid offer package is:

Location of Bid box	Tender Box

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Physical address	41 Biccard Street, Polokwane, 0699
Identification details	General Building Maintenance for a period of 36 months

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

8.20 Late, Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.

8.21 CDM is not obliged to accept the lowest or any tender submission.

8.22 Bid will be opened immediately after the closing time at the municipal Offices, at 41 Biccard Street, Polokwane.

9. 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.

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