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ELUNDINI LOCAL MUNICIPALITY REQUEST FOR PROPOSALS

The Elundini Local Municipality is requesting for proposals on the following services:

Project Name	Bid No	Contact Details for Technical enquires	Closing Date
Provision of Short Term Insurance	ELM-2/014/2021-2022	Mr S. Mveku 045 932 8260 sisam@elundini.gov.za	Tuesday, 31 May 2022
Supply and Delivery of Cleaning Material	ELM-4/023/2021-2022	Ms M. Ramarou 045 932 8261 ramaroum@elundini.gov.za	Tuesday, 31 May 2022
Supply and Delivery of ICT Equipment	ELM-4/024/2021-2022	Ms A. Bantwini 045 932 8135 athinib@elundini.gov.za	Monday, 23 May 2022

1. Provision of Short Term Insurance for all Elundini Local Municipality's assets for a Period of three (3) Years.
2. A panel of two (2) service providers to Supply and Deliver Cleaning Material to Elundini Local Municipality offices for a period of three (3) years.
3. Supply and delivery of ICT Equipment to Elundini Local Municipality

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 Elundini Local Municipality's Supply Chain Management Policy.

Stage 1 of Evaluation: Eligibility Criteria ELM-4/024/2021-2022

Non-submission of the following documents will render the bid as non- responsive, and such bidder will be disqualified and not proceed to be evaluated further to stage 2 (functionality)

ELM-4/024/2021-2022
The service provider must be registered partnerships / Accreditations Registered partner with at least 2 Equipment Original Manufacturer (EOM)

Stage 1 of Evaluation – Functionality

Stage 2 of Evaluation - Functionality

ELM-2/014/2021-2022		ELM-4/023/2021-2022		ELM-4/024/2021-2022	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Expertise	40	Company Experience	50	Company Experience	40
Performance Rating	40	Delivery Period	30	Methodology	10
Experience	20				
Total Points	100	Total Points	80	Total Points	50

Stage 2 Evaluation – Price and Preferential Points

STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBEE POINTS	20

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids. The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

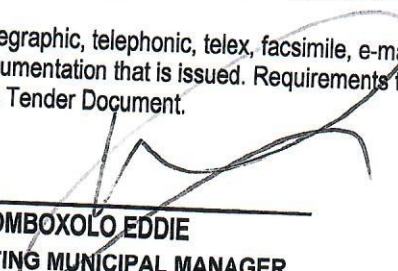
If you are aware of any instances of fraud or corruption in the municipality, report anonymously to: 0800 11 70 11 / SMS 228 40 / Email: elundini@tin-offs.com / Freepost: KZN138 Umhlanga Rocks 4320

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

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 **Friday, 29 April 2022**.

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 the dates mentioned above for all both bids 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 and Tender Document.



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ACTING 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 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 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on Tuesday, 31 May 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 Policy Framework Act.
- 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

- a) J V agreement,

- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

SUPPLY AND DELIVERY OF CLEANING MATERIAL

Project Description

A Panel of two service providers to Supply and Delivery of cleaning material to Elundini Local Municipal Offices at Nqanqarhu for the period of three (3) years. The equipment and products are needed for the hygiene upkeep of municipal office space and facilities.

Project Background

The municipality is responsible for the hygiene and upkeep of municipal offices. Therefore the Elundini Local Municipality requires two (2) service providers that will assist with the supply and delivery of cleaning material for a period of three (3) years so as to ensure the hygiene upkeep is realised.

Scope of Work

Please note:

1. Suppliers are requested to provide good quality items as listed in Table ?? above on request for the purpose of evaluation.
2. Samples to be delivered to Elundini Local Municipality, 1 Seller Street, Nqanqarhu.
3. Prices should include supply and delivery costs being quoted - to the Municipality delivery address .
4. Site briefing is NOT compulsory.

Note:

- All prices must include delivery to Nqanqarhu Municipal Offices for the duration of 3 years
- The products must be delivered within 14 days of the purchase order.
- The tender will be awarded to TWO SERVICE PROVIDERS for the duration of 3 years and must be able to supply all the listed products
- The Service Provider must tender on all products failing which , will be disqualified

PRICING

The municipality deems a fixed price per unit quoted including delivery. Which will be adopted and accepted as prices for the bid submitted.

The price should be INCLUSIVE of VAT.

Item No.	Product	Specifications	Tick for ability to deliver the product	Price per unit year one (1) Incl. Vat	Price per unit year two (2) Incl. Vat	Price per unit year three (3) Incl. Vat
1.	Liquid Floor Polish	Liquid floor polish for use on vinyl tiles High gloss finish/ self-shine Non-Slippery Floor Polish Floor polymer 20% The polish must be in 20 litre containers				
2.	Pine Gel	A green gel sanitiser Pine Gel must be thick, green, clear and freestanding gel The pine gel must be in 5 litre containers				
3.	Household bleach	Liquid whitening & sanitising bleach The bleach must in 5 litre containers				
4.	Deodoriser Blocks	Blocks of perfumed crystal for use in urinals The deo blocks must be in 5 kg containers				
5.	Window Washer	750 ml Spray containers				
6.	Feather Duster	Must be 1.2 m with wooden / plastic handle				
7.	Cloth Duster	Microfibre 20x20				
8.	Cotton Swabs	100% dish drying cloth 20x20				
9.	Floor polishing Pads	Size: 425mm Packaged: 5pc/pack Colour: Red, Black and Green				
10.	2 Ply soft toilet paper roll	Packed in 24's				
11.	Cream Ammonia	Fresh with micro particles tough cleaning Must be in 750ml containers				
12.	Dish wash Liquid	Green-Lemon-must be in 750ml containers				
13.	Multi surface Dust Trap	surfaces including: •Metal, •Wood, •Glass, •Melamine Surfaces Lavender, Potpourri, Lemon in pressurized aerosol containers and must be in 275ml containers				
14.	Air Freshener	Odour control Quick dry, liquid air freshener in pressurized aerosol containers and must be in 225ml				

		containers				
15.	Hand-soap sachet Soft Care	800ml dispenser				
16.	Carpet Cleaner	Liquid perfumed contained in 5l				
17.	Carpet Freshener	Powder perfumed contained in 400g				
18.	Paper Towel	Paper width: 205mm 1 ply paper Roll length: 150 metres 6 rolls in a pack For use in Pull & Tear in paper dispensers				
19.	Steel wool	Industrial Grade with 0 grit and 16PK packed in 24's in a bag.				
20.	Pot scrapper balls	Wire-mesh stainless steel cleaning balls packed in 24's in a bag				
21.	Kettle cleaner	120g de-scaler and kettle humidifier box				
22.	Washing Powder	5 kg				
23.	Toilet cleaner	Must be in 750 ml containers that are able to get under toilet bowl rim				
24.	Drain cleaner	Must be in containers 1L Suitable for drain pipes and grease traps				
25.	Insect killer	Must be in 750 ml pressurized aerosol containers				
26.	Red wax stoop polish	Must be 1 litre containers				
27.	Liquid tile cleaner	Must be in 1 litre containers				
28.	Household Gloves	A pair of latex cleaning gloves (yellow/blue) S/M/L				
29.	Dust masks	20 in a box FFP1 face dust mask				
TOTAL COSTS INCLUDING VAT						

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 70 % out of 80 points.

CRITERIA	SUB CRITERIA	MAX POINTS
EXPERIENCE		50
Experience in the tendering business (i.e. supply and delivery of goods and services on project amounting to R200 000 or above per year per project) Contactable Reference Letters on letter head with the appointment amount	5 reference letters and more = 50 Points 3 reference letters and more = 40 Points 2 reference letters and less = 10 Points 0 reference letters = No Points	50
DELIVERY		30
Time frame on delivery of the goods	1-2 weeks = 30 Points 3-4 weeks = 10 Points 4 & above = No Points	
Total Points		80

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids