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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
BBBEE 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.

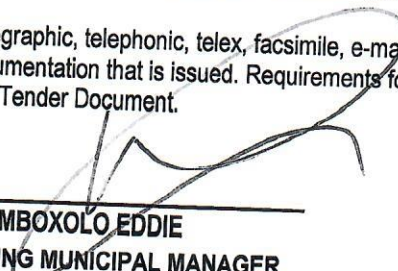
If you are aware of any instances of fraud or corruption in the municipality, report anonymously to: 0800 11 78 11 | ELMC 22840 | Email: elundini@tlo-offs.com | Freepost: KZN138 Umhlanga Rocks 4320

Queries relating to the issue of these documents may be addressed to Ms H Mduzulwana, 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 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.

PROVISION OF SHORT TERM INSURANCE

Project Description

Provision of Short Term Insurance to all the Elundini Local Municipality's assets for the period of three (3) years

Project Background

The renewal of the insurance portfolio normally falls in line with the Municipality's financial year-end and therefore has to be renewed by 30 June each year to ensure that the Municipal assets are insured and the liabilities are minimized.

Pricing Schedule

POLICY TYPE	TARIFF	PREMIUM	SASRIA	YEAR 1 Amount	MAXIMUM EXCESS AMT Year 1 (Excess schedule may be attached)
1. Combined Section					
2.Office Contents					
3.Electronic Equipment					
4.Business All Risk Risks					
5.Theft					
6.Glass					
7.Money					
8.Fidelity Guarantee					
9.Motor Fleet					
10.Goods In Transit					
11.Group Personal Accident					
12.SASRIA for Councillors					
13.Stated Benefits					
14.Machinery Breakdown					
15.Public Liability					
16.Employers Liability					
17.Accounts Receivable					
18.Business Interruption					
Subtotal					
VAT @ 15%					
GRAND TOTAL					

FUNCTIONALITY

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
Expertise		Maximum 40 Points	
Licenced Financial Services Provider by Financial Service Board (FSB) in terms of FAIS Act	Financial Services Board Licence	1. Not a Licenced financial services provider by FSB in terms of FAIS Act . 2. Licenced Financial Services Provider by FSB in terms of FAIS Act	0 Points 40 Points
Performance Rating		Maximum 40 Points	
5 x Reference Letters indicating Compliance to Turnaround Times in the Public Sector	Reference Letters from Clients in the Public Sector	1. No reference letters 2. 5 x Reference Letters from a Public Sector. Reference letters with compliance to turnaround times = 08 Points per letter Reference letters without compliance to turnaround times = 04 Points per letter	0 Points 40 Points 20 Points
Experience		Maximum 20 Points	
Proof of Original Registration Date with Financial Services Board	Financial Services Board Licence	No proof of registration 1-2 Years Entity Experience 3-5 Years Entity Experience 6-9 Years Entity Experience 10 Years Entity Experience	0 Points 02 Points 05 Points 10 Points 20 Points
TOTAL POINTS			100 Points

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