



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | **Fax:** 045 9321094

Social Media | Facebook: @Elundini Local Municipality | **X:** @ElundiniLM

| YouTube Channel: @Elundini Local Municipality | **Instagram:** @elundini_lm

ELUNDINI CLOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: FEASIBILITY STUDY FOR ALTERNATIVE RELIABLE SUPPLY

BID NO: ELM-3/038/2023-2024

The Elundini Local Municipality invites proposals from experienced and competent consultants for the Feasibility Study for alternative reliable supply. The professional service providers will be required to assist Elundini Local Municipality with the development of a comprehensive energy master plan study including possible renewable energy (RE) sources within the district with the aim of developing an economically viable renewable energy plan. The project approach is to gather all relevant information relating to possible RE sources.

This is a Request for Proposal (RFP) where a two-envelope procurement method will be used as bidders are expected to propose a specific solution (methodology and workplan) to fulfilling a specific requirement.

Bidders are required to submit technical and financial proposals in two separate envelopes. The technical proposal is evaluated first and ranked according to pre-established evaluation criteria which is functionality, and only the financial proposals of those bidders that achieved the minimum qualifying score indicated in the RFP, are opened and evaluated further for price and specific goals. Contracts will be based on the National Treasury General Conditions of Contract.

EVALUATION CRITERIA

STAGE 1: TECHNICAL PROPOSAL

- a) Phase 1 of Stage 1: Test for responsiveness and eligibility Criteria (Compliance, responsiveness to the bid rules and conditions, thereafter (if applicable).
- b) Phase 2 of Stage 1: Evaluation – Quality/Functionality

STAGE 2: FINANCIAL PROPOSAL

- a) Price and Specific Goals in accordance with the Preferential Procurement Regulations 2022.

NB: Only bidders who achieved the minimum qualifying score indicated in the RFP, are opened and evaluated further for price and specific goals

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price - 80 points

Maximum points for Specific Goals - 20 points

Maximum points - 100 points

NB: Specifications on evaluation criteria will be made available on municipal website and e-tender portal for bidders to test whether they qualify or not. However, it must be noted that the tender document to be submitted as the final offer will be sold as Paragraph 8 of this tender notice and invitation to tender under Purchasing and Submission of Tender Documents. ELM website: www.elundini.gov.za

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
All correspondence must be addressed to the Municipal Manager



FUNCTIONALITY

Quality criteria	Maximum number of points
Experience of the tenderer in related scope of works	20
Key Persons	50
Approach paper	30
Maximum possible score for quality (Ms)	100

No bidder will be evaluated if not achieved the minimum qualifying score of 70 Points

PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit or emailed to a bidder upon payment of a non-refundable amount of R250 (two hundred and fifty Rand). Payment for tender document can be made either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used proof of payment must be sent to kwaneles@elundini.gov.za). The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit.

NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000.

ELM Cashier's office is situated at Elundini Traffic Department , ERF 3503 Station Street , Nqanqarhu, 5480.

The tender documents will be available on **Thursday, 23 November 2023**

Compulsory Clarification Meeting

Date : 30 November 2023

Start time: 10h00 AM

End time: 12H00 AM

Venue : Elundini Municipality Main Boardroom

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with Project Name and Bid Number. At the back of the envelope bidders must write the bidder's name and address. Bid submissions must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department. The tender document must be placed in the Tender Box not later than 12H00 Noon on **Friday , 12 January 2024** at which time the tenders will be opened in public. Accept that the Elundini Municipality shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup.

Enquiries relating to SCM may be addressed to Ms. H Mduzulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za . Technical inquiries may be addressed to Ms Portia Malotane on email: portiam@elundini.gov.za
Tel No. 045 932 8218/19

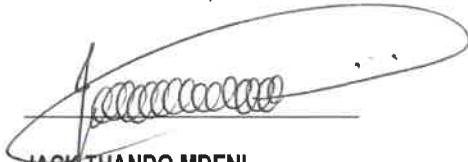
Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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 documents

The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 Weeks.

Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period.

FOR COMPLAINTS,FRAUD & TENDER ABUSE: Call 080 0117 844



JACK THANDO MDENI
MUNICIPAL MANAGER



Invitation to Tender/ Request for Proposal (RFP)

BID CONDITIONS AND TENDER DATA

Clause number	Tender Data
1	The employer is the Elundini Local Municipality
2	The tender documents issued by the employer comprise the documents listed on the contents page
3	The employer's representative is: Name: Ms Portia Malotane Elundini Local Municipality 1 Seller Street, Nqanqarhu, 5480. Tel No.: 045 932 8221/19 Fax No.: 045 932 1094 E-mail: portiam@elundini.gov.za
4.	The language for communications is English
5	Elundini Local Municipality bidding process in the context of this bid 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 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.
6	The successful bidder will be expected to sign the service Level agreement within 30 days from the date of notification by the Elundini Municipality that his/her bid has been accepted.
	Tenderer's Obligations
7.1	Only tenderers who satisfy the following eligibility criteria and who have provided the required evidence in their tender submission are eligible to have their bid offers evaluated:
	Tenderer must submit one (1) hard copy of the original tender submission in the prescribed format at tender submission deadline failure to do so, the tenderer will be disqualified. Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup.
8	The tenderer accepts that, unless otherwise stated in the tender data, the employer does not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.
9	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.



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11	Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
12	The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
13	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
14	Please note that if the tender stipulates that a site/clarification meeting is mandatory/compulsory; then suppliers must attend such meeting. Those suppliers who do not attend such mandatory/compulsory meeting will be disqualified and will not be evaluated. Where compulsory briefing is applicable, tenderers will be obligated to sign the attendance list in the name of the tendering entity. In that case, any Addenda issued to tenders will be received only from those tendering entities appearing on the attendance list.
15	Tenderers must request clarification on the tender documents, if necessary, by notifying the employer at least 5 (Five) working days before the closing time stated in the tender data. No clarifications that will require issue of an addendum will be entertained after this period. 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.
16	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data
17	If after the commencement of the Contract, the cost or duration of the services is altered as a result of changes in, the amount of the main contractor or contract amount from which estimate were based, or amounts or additions to, any statute, regulation or by-laws, or the requirements of any authority having jurisdiction over any matter in respect of the Project, then the Contract Price and time for completion shall be adjusted in order to reflect the impact of those changes, provided that, within 90 days of first having become aware of the change, the Contractor furnished the Employer with detailed justification to the Price or Period of the Performance (or both).
18	Alterations to the documents Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations. Do not make erasures using masking fluid. 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.



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19	Signatory 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. 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
20	No alternative tender offers will be considered
21	Parts of each tender offer communicated on paper shall be submitted as an original. No copies are required
22	Bidder must comply with all pricing instructions as stated on the Price Schedule and tender conditions
23	Tax Clearance Certificate Bidder must submit a valid SARS Tax Clearance Certificate or/and a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing. Certified copy of a tax clearance certificate is still required by Foreign suppliers (with a footprint in South Africa- but who are not on CSD and have not provided a SARS pin number) and Local suppliers (who have not provided their SARS e-filing PIN number for verification by Elundini Local Municipality and/or their CSD profile / CSD number) . Foreign suppliers (even those with no deemed footprint in South Africa) must still complete the relevant section in Part A of the MBD1 document, however, no proof of tax compliance is required if the supplier answers "no" to all questions. If they answer "yes" to any of the questions, however, they are required to register and be tax compliant as per Part B- section 2 of the MBD 1 document and relevant legislation governing tax compliance. Upon submission of a bid/quote/proposal 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. Each party to a Consortium/Joint Venture shall submit a separate valid Tax Clearance Certificate and must be compliant with SARS Prices must always be VAT inclusive where applicable.
	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).
25	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



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26	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.
27	Tenderer must put initials at the bottom of each page of the tender document as proof that the bidder has reviewed and agreed to the contents of the tender data. This also prevents and ensures that various parties involved do not change and / or replace any page and modify the contents after the submission of the tender. Tenderer must sign the original and all copies of the tender offer where required in terms of the tender data. NOTE: The employer holds all authorized signatories liable on behalf of the tenderer.
28	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: Elundini Local Municipality Finance Department Physical address: 1 Seller Street Nqanqarhu 5480 Identification details : Tender no, Title of Tender and the closing date and time for tenders Closing Date : Friday , 12 January 2024 at 12h00 Closing Time : 12H00 The tender box is only open on weekdays between 08:00 and 16:00



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29	Where a two-envelope system is required in terms of the tender conditions, place and seal the returnable documents listed in the tender conditions in an envelope marked "financial proposal" and place the remaining returnable documents in separate envelope marked "technical proposal". Each envelope shall state on the outside the Elundini Municipality's address and identification details of the bid, as well as the tenderer's name and contact address. Accept that the Elundini Municipality shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated. Where stated in the tender conditions that a two-envelope system is to be followed, open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions and announce the name of each tenderer whose technical proposal is opened. Employer shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals were non-responsive.
30	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
31	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
32	The tender offer validity period is 12 weeks . The validity of bids may be further extended by a period of not more than six months upon approval by the Accounting Officer.
33	The tenderer shall provide clarification of a tender offer during the evaluation of tender offers, in response to a request from the employer to do so. Such clarifications can include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted. Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Elundini Municipality elect to do so. Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the Elundini Municipality's written request may render the tender non-responsive.
34	The employer shall grant during working hours to premises for inspections, tests and analysis, as provided for in the tender data.
35	A tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the Elundini Municipality after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that: - it shall be liable to the Elundini Municipality for any additional expense incurred or losses suffered by the Elundini Municipality in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender; - the Elundini Municipality shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the Elundini Municipality shall be entitled to retain such monies, guarantee or deposit security for any such expenses or loss.



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36	Samples, inspections, tests and analysis Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender conditions or specifications. If the Specification requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification. If such samples are not submitted as required in the bid documents or within any further time stipulated by the Elundini Municipality in writing, then the bid concerned may be declared non-responsive. The samples provided by all successful bidders will be retained by the Elundini Municipality for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the Elundini Municipality may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated ELM Official to collect their samples, save in the aforementioned instances where the samples would not be returned.
37	Compliance with Occupational Health and Safety Act, 85 of 1993 Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. In this regard the Tenderer shall submit upon written request to do so by the Elundini Municipality, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.
38	Claims arising from submission of tender The tenderer warrants that it has: - inspected the Specifications and read and fully understood the Conditions of Contract. - read and fully understood the whole text of the Specifications and Price Schedule and thoroughly - acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract. - visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, - and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby. - requested the Elundini Municipality to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer - Escalations and escalations rates are clearly disclosed. - received any notices to the tender documents which have been issued in accordance with the Elundini Municipality's Supply Chain Management Policy. The Elundini Municipality will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.
39	Employer's Undertaking



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40.1	The employer will respond to requests for clarification received up to Five (5) working days before the tender closing time.
40.2	The employer shall issue addenda until before tender closing time If necessary, the employer shall issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until Five (5) working days before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than Five (5) working days before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the Elundini Municipality may grant such extension and, shall then notify all tenderers who drew documents. Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the Elundini Municipality can show proof of transmission thereof via electronic mail, facsimile or registered post.
40.3	Tenders will be opened immediately after the closing time for tenders as stated in the Tender Notice and Invitation to Tender. 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. Bids received in time recorded and entered in a register which is open for public inspection.
40.4	Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.
40.5	The employer or any of its employees must not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer
40.6	Make available a record of the details announced at the tender opening meeting on the Elundini Municipality's website (www.elundini.gov.za)
40.7	Bids must be evaluated in terms of their responsiveness to the bid specifications, requirements as well as criteria as set out in the bid document. Any additional criterial as per communicated addendum shall be considered.
	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



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40.8	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, b) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
40.9	Due Diligence The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidder(s). The municipality will provide due diligence form which will be used for the assessment purposes of the claimed project experience.



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Pricing

Arithmetical errors, omissions and discrepancies

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.

Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

Other

For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.

Unconditional discounts must be taken into account for evaluation purposes

The Employer must evaluate whether tender has offered a market related offer. If the offer is believed not to be market related, the Municipality through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process

In the event of tendered rates or lump sums being declared by the Elundini Municipality to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Elundini Municipality is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Elundini Municipality, but this shall be done without altering the tender offer in accordance with this clause. Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the Elundini Municipality, the Elundini Municipality may declare the tender as non-responsive.

Bidder must comply with all pricing instructions as stated on the Price Schedule and tender conditions.

All prices must include VAT where applicable

The Elundini Municipality may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the delegated official using any means as appropriate and such communication must be approved by the Accounting Officer.



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EVALUATION OF TENDER OFFERS

PHASE 1 OF STAGE ONE: TECHNICAL PROPOSAL

TEST FOR RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES

Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration.

1. Bid Document (This Document) must be submitted in its original format.
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. A copy of the Central Supplier Database report showing, amongst other things, that tax matters of the service provider are in order with the South African Revenue Services.
4. Organogram, CV's and Qualifications of the key personnel.
5. Letters of completion or reference letters for completed project in the following: Energy Master Plans, Renewable energy integration studies. This experience must only relate to instance where the tenderer acted as the main/principal consultant. The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.
6. Bidders must be a legal entity or partnership or consortia or joint ventures with a signed agreement in place with a consolidated BBBEE Certificate.
7. Form of offer and Acceptance (fully completed and signed)
8. Invitation to bid must be completed and signed.
9. Declaration of Interest (fully completed and signed)
10. Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (fully completed and signed)
11. Declaration of Bidder's past Supply Chain Management Practices. (Completed and signed)
12. Certificate of Independent Bid Determination. (Completed and signed)
13. Compulsory Enterprise Questionnaire (Completed and signed)
14. Elundini Municipality Ethics Commitment form for Suppliers (Completed and signed)
15. Proof of Authority of Signatory
16. Declaration of Employees of the State or other State Institutions.
17. Proof of attendance of clarification meeting, an attendance register will be circulated for record purposes.
18. A valid original or certified copy of B-BBEE certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. Failure to comply with this, will automatically results in the non-awarding of points for B-BBEE. (This is not an Elimination factor).
19. This tender will be awarded as a whole. All Items listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which must also be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
20. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered.
21. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.
22. The Municipality reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur if :-
 - a) the bidder has been awarded a considerable number of projects by the Municipality.
 - b) as performed unsatisfactorily in the past.
 - c) Does not meet objective criteria



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23. Reject a bid where a tenderers submit more than one tender either individually or as a partner in a joint venture (JV) or consortium.
24. Reject a bid where the tender submitted by a JV or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
25. JV Eligibility requirements:
 - Incorporated Joint Venture that complies with the Companies Act and other relevant laws and regulations.
 - A Joint venture must submit a consolidated valid original or certified copy of B-BBEE certificate must be submitted with the bid OR a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths prepared and issued in terms of the amended B-BBEE Construction Sector Codes (CSC000) must be submitted in order to qualify for preference points for B-BBEE. Failure to comply with this, will automatically result in the non-awarding of points for B-BBEE. (This will not disqualify bidders but points for B-BBEE will not be allocated)
 - Submit Joint Venture agreement in the case of joint venture.
 - Fully completed Compulsory Returnable Documents for JV
26. Reject a bid where a bidder or its directors or company is not in the Treasury's database of restricted suppliers

PHASE 2 OF STAGE ONE: TECHNICAL PROPOSAL

EVALUATION OF QUALITY/FUNCTIONALITY

The quality criteria and maximum score in respect of each of the criteria in accordance with 5.11.9 are as follows:

- Schedule 1: Experience of the tenderer – **20 points**
- Schedule 2: Experience of key persons – **50 points**
- Schedule 3: Approach – **30 Points**

A minimum number of evaluation points for quality is **70 Points**. Any bidder who fails to meet the minimum qualifying score will not be considered further for evaluation on Price and Preference.



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Scoring Quality

The quality criteria and maximum score in respect of each of the criteria are as follows:

No.	Quality criteria	Sub-criteria	Maximum number of points
1.	Experience of the tenderer in related scope of works	Company able to plan, organise, control, coordinate, administer, and implement feasibility study alternative reliable supply	20
2.	Key Persons		50
2.1	Team Leader	A professional team leader comprising of experience in leading, guiding and monitoring Electrical consultation projects particularly renewable energy	
2.2	Electrical Engineer	Electrical Engineering (Experienced in Energy Master plan, Renewable energy integration studies, Power lines and substation design projects and energy efficiency and demand side management studies)	
2.3	Town Planner	Registered as a Professional with SACPLAN with a Bachelor's Degrees in Urban and Regional Planning and a minimum of 5 years post registration experience in spatial planning and land use management, specifically the development of Spatial Development Frameworks)	
2.4	Economist	Must have a master's degree in economics or development finance or Finance. Must have a minimum of 5 years' experience in: development finance, energy, financial modelling, conducting economic research studies, policy review and analysis, drafting of business plans and feasibility studies, development of strategies.	
		A GIS Practitioner with a Bachelor's Degree Geographic Information Science or Geographic Information Systems and registered as a GISc Professional or Technologist with South African Geomatics Council (SAGC) with 5 years post-qualification experience in geographic information systems, visualization and capturing of data from various formats and sources spatial mapping and	



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		analysis of energy infrastructure related projects, design and implement a database to store required data sets	
	Environmental Management Professional	An Environmental Specialist with a bachelor's degree in Environmental Science or Environmental Management and registration with the South African Council for Natural Scientific Professions (SACNASP) and a minimum of 5 years post-qualification experience in environmental planning, environmental impact assessments, climate change research.	
3.	Approach paper	Project Execution Method. Gantt Chart (compulsory), resource schedule, activity sequencing linked to timelines	30
	Maximum possible score for quality (M_s)		100



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Tender offers will only be accepted if:

- a) Submits a valid SARS Tax Clearance Certificate or/and a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing.
- b) Organogram , CV's and Qualifications of the key personnel .
- c) Letters of completion or reference letters for completed project in the following: Energy Master Plans, Renewable energy integration studies. This experience must only relate to instance where the tenderer acted as the main/principal consultant. The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidders.
- d) Bidders must be a legal entity or partnership or consortia or incorporated joint ventures with a signed agreement in place.
- e) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity
- f) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.
- g) 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.
- h) 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
- i) the tenderer has completed the Compulsory Enterprise Questionnaire 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 and persons in the employ of the state are permitted to submit tenders or participate in the contract;
- j) the tenderer is not more than three months in arrears in its municipal rates and taxes or municipal service charges, if applicable. Proof of payment to be supplied. Where no municipal rates are applicable, a proof of residence from the Councillor and a Sworn Affidavit from the SAPS stating that the tenderer is not liable for municipal rates must be supplied.
- k) the tender has offered a market related offer. If the offer is believed not to be market related, the Municipality through its Supply Chain Management bid committees will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process.
- l) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.
- m) The Municipality reserves the right not to award the bid to the most favourable tenderer, if any of the situations occur:
 - the bidder has been awarded a considerable number of projects by the Municipality.
 - Where a bidder or its directors has previously failed to perform in the previous order where notices of poor performance were issued or application for restriction has been lodged with National Treasury in terms of SCM Regulation 38.



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45	PHASE 2 OF STAGE ONE: TECHNICAL PROPOSAL DUE DILIGENCE The municipality will conduct intense due diligence which must include inspection of the claimed experience of the preferred bidder(s). The municipality will provide due diligence form which will be used for the assessment purposes of the claimed project experience.
46	Risk Analysis Notwithstanding compliance with regard to any requirements of the tender, the Elundini Municipality will perform a risk analysis in respect of the following: a) reasonableness of the financial offer b) reasonableness of unit rates and prices c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the Elundini Municipality reserves the right to consider a tenderer's existing contracts with the Elundini Municipality in this regard. d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc. e) there is any history/record of the tenderer/s (or any of its directors/members/shareholders) failing to meet their contractual obligation with any Organ Of the State and where there are notices of poor performance issued thereof. [Note: Companies/persons who are listed on the Database were informed in writing of this restriction by the Authority/Accounting Officer of the institution that imposed the restriction after the <i>Audi alteram partem</i> rule was applied]. f) tenderer/s(or any of its directors/members/shareholders) listed on National Treasury's Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector [Note: Companies/persons who are listed on the Database were informed in writing of this restriction by the Authority/Accounting Officer of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied]. The Database of Restricted Suppliers can be accessed on the National Treasury's website (www.treasury.gov.za). g) tenderer/s (or any of its directors / members / shareholders)? listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004) h) tenderer/s (or any of its directors/members/shareholders) convicted by a court of law (including a court outside South Africa) for fraud and/or corruption with respect to the procurement/tendering processes/procedures during the past five years? i) the tenderer/s employees/directors are also employees/contractors/consultants or directors in the organ of state. The conclusions drawn from this risk analysis will be used by the Elundini Municipality in determining the acceptability of the tender offer. No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the Elundini Municipality that he/she has the resources and skills required.
47	The number of paper copies of the signed contract to be provided by the employer is one.
48	Incorrect Information 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



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If after the commencement of the Contract, there is any amendment in the key personnel from which bid evaluation was based, within 90 days of first having become aware of the change, the Contractor must furnish the Employer with detailed justification to change of key personnel, which might be accepted or not accepted by the employer depending on its discretion and the level of skill of personnel used for the replacement.



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EVALUATION SCHEDULES

Evaluation Schedule 1: Tenderer's Relevant Project Experience (20)

Explanation of how points will be awarded for Relevant Project Experience

The project chosen for referencing should be for work done. Tenderers shall submit reference letters from the employer for the projects successfully completed. The projects should be within previous 5 years period from the date of tender advert. The scoring of tenderer's experience will be as below:

1. Letter of completion or reference letter for completed project in the following: Energy Master Plans, Renewable energy integration studies. This experience must only relate to instance where the tenderer acted as the main/principal consultant.

20 points

- | | |
|-------------------------|-------------|
| a) Less than 3 projects | = 0 points |
| b) 3 to 5 projects | = 5 points |
| c) 6 to 9 Projects | = 15 Points |
| d) 10 or more projects | = 20 points |

NB: Tenderers should bear in mind that claims about the number of projects completed and the respective values will be verified in a number of ways, including contacting references. ELM reserves the right to verify all information presented by the tenderer.

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both are true and correct.

Signed
Name _____

Date
Position _____

Enterprise name _____



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Evaluation Schedule 2: Experience of the key personnel responsible for the management of the project and the project team (50 points)

The experience of all the key personnel will be evaluated in relation to their respective academic qualifications, professional registration and experience (as explained herein in this schedule) on projects having scope of work relevant to this project and positions proposed by the tenderer.

Duly signed CVs including consent section by nominated key personnel should be submitted along with the submission referring to this schedule, preferably, in no more than 3 pages using font Arial regular 10 points having margins at each side no less than 2,54 cm and line spacing 1,50 for each of the proposed key personnel. CVs be structured as detailed below:

Scoring: CVs not duly signed by nominated key personnel will be score zero.

The CV including qualifications and proof of registration will be used for the evaluation of each personnel I for this section.

The scoring of the personnel will be as below:

50 points.

(Team Leader = 15, Support Personnel = 35)

A. Team Leader – 1

[Total 15 points]

1. Qualifications and Professional Registration (ECSA)

5 points

- a) Diploma in Electrical Engineering = 1 points
- b) Degree (BSc / B Tech in Elec. Engineering) + (Pr Eng/Pr Tech Eng) = 3points
- c) Honours Degree in Elec. Engineering + (Pr Eng/Pr Tech Eng) = 4 points
- d) Master's or Doctorate Degree in Elec. Engineering + (Pr Eng/Pr Tech Eng) = 5 points

Scoring: Only Qualifications submitted with proof of Professional Registration from Engineering Council of South Africa will be scored and where only proof of Qualification or only proof of Professional Registration the bidder will be scored zero.



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2. Years of work experience (after 1st degree graduation)

5 points

- a) Below 5 years = 0 points
- b) 5 to below 7 years = 3 points
- c) 7 to below 10 years = 4 points
- d) 10 years and above = 5 points

3. Highest value (Project Contract Value) of a completed single project, either Energy Master plan, Renewable energy integration studies, Power lines and substation design projects and energy efficiency and demand side management studies as a Project Leader

5 points

- a) Below R1 Million = 3 point
- b) R 1 Million to below R 2 Million = 3 point
- c) R 3 Million to below R 5 Million = 4 points
- d) R 5 Million and above = 5 points

Support Personnel – 5 [Total 35 points]

The support personnel with the following expertise are required:

- **Electrical Engineer:** Electrical Engineering (Experienced in Energy Master plan, Renewable energy integration studies, Power lines and substation design projects and energy efficiency and demand side management studies) **(10 points)**
- **Town Planner:** Registered as a Professional with SACPLAN with a Bachelor's Degrees in Urban and Regional Planning and a minimum of 5 years post registration experience in spatial planning and land use management, specifically the development of Spatial Development Frameworks **(10 points)**



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- Geographic Information Systems Specialist:** A GIS Practitioner with a Bachelor's Degree Geographic Information Science or Geographic Information Systems and registered as a GISc Professional or Technologist with South African Geomatics Council (SAGC) with 5 years post-qualification experience in geographic information systems, visualization and capturing of data from various formats and sources spatial mapping and analysis of energy infrastructure related projects, design and implement a database to store required data sets
(5 points)
- Economist:** Must have a master's degree in economics or development finance or Finance. Must have a minimum of 5 years' experience in: development finance, energy, financial modelling, conducting economic research studies, policy review and analysis, drafting of business plans and feasibility studies, development of strategies.
(5 points)
- Environmental Management Professional:** An Environmental Specialist with a bachelor's degree in Environmental Science or Environmental Management and registration with the South African Council for Natural Scientific Professions (SACNASP) and a minimum of 5 years post-qualification experience in environmental planning, environmental impact assessments, climate change research.
(5 points)

Scoring: Each of the professionals will be scored individually on full points as detailed hereunder and each support professional score will be added together for total points for evaluation purposes. The total maximum score for this section for all Support Engineers is **45**.

Only Qualifications submitted with proof of Professional Registration from a reputable professional body will be scored and where only proof of Qualification or only proof of Professional Registration is submitted the bidder will be scored zero.

Evaluation of Electrical Engineer

(Total = 10 points)

Qualifications and registration

5 points

- | | |
|---|------------|
| a) Diploma (Electrical Engineering) + (Pr Techni) | = 1 point |
| b) Degree (BSc / B Tech in Electrical Engineering) + (Pr Eng/Pr Tech Eng) | = 3 points |



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- c) Honours Degree (as above) + (Pr Eng/Pr Tech Eng) = 4 points
- d) Master's or Doctorate Degree (as above) + (Pr Eng/Pr Tech Eng) = 5 points

1. Years of work experience (after 1st degree graduation) 5 points

- a) Below 5 years = 1 points
- b) 5 to below 7 years = 3 points
- c) 7 to below 10 years = 4 points
- d) 10 years and above = 5 points

2. Highest value (Project Contract Value) of a completed single project, either Experienced in Energy Master plan, Renewable energy integration studies, Power lines and substation design projects and energy efficiency and demand side management studies 5 points

- a) Below R1 Million = 2 point
- b) R 1 Million to below R 2 Million = 3 point
- c) R 3 Million to below R 5 Million = 4 points
- d) R 5 Million and above = 5 points

Evaluation of a Town Planner

(Total = 10 points)

Qualifications and professional registration with SACPLAN

5 points

- a) Bachelor's Degree = 3 point



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- b) Honours Degree = 4 points
- c) Master's Degree or above = 5 points

Years of work experience (after registration with SACPLAN) **5 points**

- a) Below 5 years = 1 points
- b) 5 to below 7 years = 3 points
- c) 7 to below 10 years = 4 points
- d) 10 years and above = 5 points

Evaluation of a GIS Specialist/Professional (Total = **5 points**)

Qualifications professional registration with SAGC **5 points**

- a) Bachelor's Degree + SAGC Reg + 5 years' experience = 3 point
- b) Honours Degree + SAGC Reg + 5 years' experience = 4 points
- c) Master's Degree or above + SAGC Reg + 5 years' experience = 5 points

Evaluation of an Economist (Total = **5 points**)

Qualifications in Economics **5 points**

- a) Bachelor of Commerce Degree + 5 year experience or higher = 1 point
- b) Honours Degree + 5 year experience or higher = 3 points
- c) Master's Degree or above + 5 year experience or higher = 5 points

Evaluation of Environmental Management Professional: (Total = **5 points**)

Qualifications and registration **5 points**

- a) Degree (BSc in Environmental Management + (Pr.Sci.Nat) = 2 points
- b) Honours Degree (BSc in Environmental Management + (Pr.Sci.Nat) = 4 points



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- c) Master's Degree ((BSc in Environmental Management + (Pr.Sci.Nat) = 5 points

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name



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Evaluation Schedule 3: Methodology/ Approach (30 points)

The approach paper must respond to the scope of work.

Methodology must be comprehensive and must indicate sufficient knowledge of the subject matter, cover innovative and efficient approaches towards identification of the renewable energy resources in the area. The approach proposal should articulate what value-add the respondent will provide in achieving the stated objectives for the project. Must demonstrate sufficient understanding of the scope of work and desired outcomes: **not more than 10 pages**.

The approach paper must contain at least the following:

Table of Contents: Listing of contents of the approach paper with page numbers and/ references to annexures (if any);

Executive Summary: A brief summary of the whole contents of the approach paper;

Approach: Detailed approach that the tenderer feels best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables as have been foreseen in 'Part C3.1 Scope of work', detailing at least the following:

1. Technical approach and methodology should explain the PSPs understanding of the project objectives. It should highlight the issues of importance and explain the technical approach they will adopt to address them. The proposal should explain the methodologies, which are to be adopted, demonstrate the compatibility of these methodologies with the proposed approach and address any modifications required to complete the proposed scope of work.
2. Management method should be developed and approved during the project-planning phase (inception phase) to confirm major deliverables/milestone and acceptance criteria. It should also be used to manage approved project processes and responsibilities.
3. Stakeholder identification, management and reporting mechanism to be followed.
4. Discuss the process of benchmarking with other leading countries during the execution of the study and how this exercise will benefit the project.



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The scoring of the approach paper will be as detailed hereunder:

Evaluating Point	Assessment Criteria	Maximum allocated point(s)
Approach		<u>30 points</u>
Methodology to be adopted	Program knowledge, informative appropriateness of proposed approach and presentation and organogram	15 points
Project implementation schedule/Programme (Listed Activity as per Scope of Work)	Appropriateness of identified tasks, deliverables, defining milestones and timeliness with interdependencies to ensure delivery of the project on time	5 points
Project implementation Risks and Risk Management proposal	Adequacy of understanding of program risks and appropriateness of mitigation options. Benchmarking	5 points
Stakeholder identification and management and reporting	Appropriateness of stakeholder's identifications and proposed management process appropriateness of reporting system	5 point

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference his/her letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of knowledge both true and correct.

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed _____ Date _____



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SCOPE OF WORK

Project Name

Number of feasibility studies conducted for alternative reliable supply

Project Description

To appoint a professional service provider to conduct feasibility studies for renewable energy resources in order to provide a reliable alternative supply for ELM

Project Background

Elundini Local Municipality is an electricity supply authority which is entitled for a licence to distribute electricity in Tlokoeng, Nqanqarhu and Ugie Town as authorised by NERSA. Elundini is considering some best renewable energy (RE) opportunities in the country such as solar, wind and other RE possibilities in the form of waste sources and pumped storage schemes that could significantly assist the municipality and the country to transit to the RE space and achieve the green energy targets.

The municipality aims to develop a wide energy mix masterplan through consultancy, which will include development of business cases and securing projects through financial resource mobilisation. The municipality considers to select from the wide range of independent power producers and secure strategic partners and investors.

The municipality has budgeted for the energy master plan which will assist in identifying viable RE sources that could assist to meet its ambitions. This plan will assist Municipality towards identifying the RE sources within the licenced towns and in mobilising strategic partners and investors towards enabling the renewable energy generation.

OBJECTIVE OF THE STUDY

The objective of the study will be to develop a district wide energy master plan for Elundini Local Municipality with the aim of identifying RE energy sources in the area. The study will further assist Municipality in pursuing the renewable energy generation



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space by confirming which RE sources are viable through structured and systematic evaluation and development of projects without compromising the environment.

OUTCOMES TO BE ACHIEVED

- The outcome should be a development of energy master plan for Elundini Local Municipality with a clear renewable energy strategy that will be used for the selection of potential energy resource, technology readiness and commercialization, power evacuation requirements, cost of electricity, potential customers, environmental and social considerations.
- The energy master plan should also include off grid solutions for Elundini Local Municipality as part of the RE strategy to serve the energy needs of the district as a whole.
- Detailed renewable energy source assessment like solar, wind, battery storage, hydro and waste to energy (biomass) based on desktop review of the most relevant and recent resource information.
- Scoping level techno-economic and environmental and legal assessment of a long list of different renewable energy options
- Assessment of the economic impact of the short list of interventions and the identification of industries and services that may lever off the RE development (e.g., agriculture through agriculture PV)
- Environment, market structure, technology developments, demand, and supply.

The following are seen as minimum to the contents of the report, the sequence is not prescribed:

- ✓ Executive summary
- ✓ Status quo (Dx network, Tx networks, demand, customers, electrification etc)
- ✓ The Spatial Development Perspective in line with the national initiatives that target areas for growth and development.
- ✓ Evaluation of Political, Economic, Social, Technological, Environmental and Legislative components
- ✓ Renewable Energy scenarios that can be followed to foster green energy in the area
- ✓ Assumptions, concerns and risks
- ✓ Stakeholder engagement reports
- ✓ Techno-economic Evaluation method statement
- ✓ RE scenarios that can be pursued to foster green energy in the area
- ✓ Scorecard of the various options used for the evaluation / prioritisation of options
- ✓ Eliminated options
- ✓ Analysis and Modelling (placement of bulk services, upgrades, expansions etc)



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- ✓ Financial viability and Cost benefit
- ✓ Business case analysis using suitable business case model such and Net Present Value (NPV) and Least life cycle Cost (LLCC) and Levelized cost of Cost of Energy (LCOE) for selected options
- ✓ Environmental Constraints Framework (EBF)
- ✓ Off Grid solutions for the District
- ✓ Assessment of Environmental and Socio-Economic Cost and Benefit
- ✓ Capital plan (short, medium and long-term plans)
- ✓ Conclusions and recommendations
- ✓ Identification of gaps in information required to fully differentiate options
- ✓ References

DRAW COMPARISON WITH INTERNATIONAL STANDARDS

A benchmarking exercise with leading countries will be conducted while the project is ongoing to ascertain the level at which the Renewable Energy Feasibility Study being conducted can be implemented. The appointed service provider will recommend countries that such study and implementation thereof will be benchmarking against.

KEY DELIVERABLES

The feasibility study is effectively divided into three deliverables phases/reports as summarised below.

1. Phase 1

Inception Report and Programme - This report must give a clear, concise and final project plan/programme for the study. Inception document describing the methodology and outline a draft table of contents for the final report. The inception report must also provide details of all stakeholders/industry participants that shall be consulted for execution of the study.

2. Phase 2 - Scoping and Planning Report

The initial planning phase for a technical feasibility study where the need is identified, and all the relevant background information is documented and assessed. This report must also include renewable energy sources available in the district.

3. Phase 3

Technical feasibility report 1. This report describes the proposed RE available options, option eliminations, analysis and modelling, cost benefits and environmental considerations



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4. Phase 4

Technical feasibility report 2. This is a continuation of the interim report 1 with detailed capital plan proposal, assessments, skills transfer and international benchmarking.

5. Phase 5: Final and closeout Report

This is a final feasibility report covering all requirements of this feasibility study approved by all relevant stakeholders. This should also include handover of relevant study files in acceptable formats.

6. Requirements for deliverables, reports and phases.

The table below details the requirements per deliverable/report:

Delivery No	Phases/Reports/Deliverables	Delivery/Report Topics Description
1	Phase1: Inception Report and Programme	This Report must give a clear, concise and final project plan/programme for the study. Inception document describing the methodology and outline a draft table of contents for the final report. The inception report must also provide details of all stakeholders/industry participants that shall be consulted for execution of the study.
2	Phase 2: Scoping and Planning	Status Quo PESTEL Components Demand Requirements Renewable Energy options and Scenarios Evaluation method statement Stakeholder Engagement Report
3	Phase 3: Technical and Feasibility Report 1	Off grid Solutions for the district Assumptions and risks Analysis and Modelling Scope of work for prefeasibility studies for viable options Financial Viability and cost benefit, NPV, LCOE



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		Environmental Framework
4	Phase 4: Technical and Feasibility Report 2	Assessment of Environmental and Socio-Economic Cost and Benefits
		Capital plan (short, medium and long-term plans)
		International Benchmarking
		Skills Transfer plan
		References
5	Phase 5: Final Report and Closeout	This is a final feasibility report covering all requirements of this feasibility study approved by all relevant stakeholders. Handing over of all related files

REPORTING

The appointed Service Provider shall submit monthly reports based on the deliverables. These reports will be reviewed by the Project Steering Committee comprising of ELM personnel MISA, and Department of Minerals and Energy.

Reporting requirements will be guided by the scope of works major activities (See C3.1), more detailed reporting and schedule time will be provided to the successful Service Provider/s during the contract negotiation and project inception stage.

The following reports need to be generated by the service provider in agreed format:

- Inception Report, Work Plan and Resourcing Plan within 1 month of the induction of the service provider.
- Weekly reports during the first month indicating progress on achievements and identified challenges requiring urgent attention.
- Monthly reports on the 25th day of each month.
- Any other reports as and when required by Municipality
- Contract Closeout report to be submitted at least 2 weeks prior to the contract end date.

Monitoring and Evaluation

Municipality and its nominees reserves the right to monitor and evaluate the progress and outcome of this intervention. Each milestone phase achieved in this intervention will be approved by Municipality before the next step is implemented.



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Programme Assumptions and Risk

Programme Assumptions

The intended success of the project is found on the assumptions that certain conditions will exist and these assumptions are not limited to the following;

The municipality in conjunction with MISA will provide leadership and co-ordinate management functions to ensure that collaboration and integration processes and requirements are stream-lined across the different spheres of government.

Logistic Support

All logistics including travelling and subsistence should be included in the Professional Service Provider cost estimates.

Professional Service Provider pricing must include all meetings which will be mainly monthly meetings plus quarterly reporting to Professional Service Provider .

Reports

The following main reports need to be generated by the Service Provider in the agreed format.

phases	% payable	time frames	deliverables
Phase 1: Inception report and programme	5%	1 month	Signed contract and accepted inception report
Phase 2: Scoping and planning	15%	2 months	Status quo and planning report
Phase 3: Technical and feasibility report 1	30%	3 months	Draft technical report 1
Phase 4: Technical and feasibility report 2	30%	3 months	Draft technical report 2
Phase 5: Final report and closeout	20%	3 months	Final report and contract closeout report
Total	100%	12 months	



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TENDER RETURNABLES

The tenderer must submit the returnable set out hereunder as part of its tender. Returnable that are mandatory for evaluation will result in disqualification if not submitted at tender closing.

Reference	Returnables from supplier	Returnables mandatory for evaluation purposes and due at tender closing
Annexure A	Acknowledgement Form	
Annexure B	Tenderers Particulars	
Annexure C	Integrity Pact Declaration form	
Annexure D	MBD 6.2 -Declaration certificate for local production and content and Annexures C, D, E (only applicable where designated materials are included)	
Annexure E (applicable for all suppliers including Foreign suppliers)	MBD 1- to be submitted with the tender at tender submission deadline	
Annexure F	MBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations	
/ ANNEXURE G Additional Documents required in event of JV:-	JV/consortium Agreement as prescribed by the municipality	
	Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.	
	Joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners	
	Written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract (this may be included as an obligation within the JV agreement)	



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	“proof of B-BBEE status level of contributor” means: - (a) Consolidated B-BBEE certificate prescribed by the B-BBEE Codes of Good Practice; or (b) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act; (as may be applicable for the particular tendering entity)	
	Details and confirmation of a single designated bank account in the name of the JV and independent of the individual JV partners, as set out in the joint venture agreement.	
Tax Clearance Certificates	Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) Bidder must submit a valid SARS Tax Clearance Certificate or/and a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing. A certified copy of a tax clearance certificate is still required by Foreign suppliers (with a footprint in South Africa- but who are not on CSD and have not provided a SARS pin number) and Local suppliers (who have not provided their SARS e-filing PIN number for verification by Elundini Local Municipality and/or their CSD profile / CSD number) .	
	Foreign suppliers (even those with no deemed footprint in South Africa) must still complete the relevant section in Part A of the MBD1 document, however, no proof of tax compliance is required if the supplier answers “no” to all questions. If they answer “yes” to any of the questions, however, they are required to register and be tax compliant as per Part B- section 2 of the SBD 1 document and relevant legislation governing tax compliance.	
Tax Evaluation Questionnaire (if services contract and was included as annexure)	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE	



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Shareholding	Shareholding organogram and detailed breakdown (for each individual company/JV member) clearly identifying percentages owned by individual shareholders (full names & ID Numbers) and other entities (provide full legal/trading name and respective identifying registration/trust numbers)	
MBD 4	Bidder's Declaration	
MBD 8	Declaration of Bidder's Past Supply Chain Management Practices	
MBD 9	Independent Bid Determination	
Pricing	Separate envelope marked "Financial Proposal" Only the financial proposals of those bidders that achieved the minimum qualifying score indicated in the RFP, are opened and evaluated further for price and specific goals.	
Due Diligence	The municipality must conduct an intense due diligence which must include inspection of the claimed experience of highly preferred bidders. All reference letters must be on letter head of the client and signed with contactable references	



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ANNEXURE A

ACKNOWLEDGEMENT FORM

We are in receipt of the Invitation to Tender/Proposal from Elundini Local Municipality and the following addenda issued by Elundini Local Municipality:

1.

2.

3.

We confirm that the documentation received by us is: ***(Indicate by ticking the box)***

Correct as stated in the Invitation to Tender / RFP Content List, and that each document is complete. ☐

Or: Incorrect or incomplete for the following reasons: ☐

Cataloguing Acknowledgement:

[Please select the relevant statement by ticking the appropriate box below]:

1. We agree to provide the cataloguing information as described in the *tender submission*. ☐
2. We have already supplied Elundini Local Municipality with the cataloguing information pertaining to this enquiry in a previous contract/order ***[insert previous invitation to tender/RFQ number]*** ☐ _____
3. We do not intend to provide the cataloguing information for the required scope / specifications. for the reasons stated hereunder: ☐

4. I confirm that I am a Distributor/Importer/Agent and my Principal, being the Original Equipment Manufacturer (OEM) is or is not in the position to supply cataloguing information for items. See attached letter from OEM confirming his position. ☐

Invitation to Tender/Request for Proposal No: _____

Name of company/JV: _____



Invitation to Tender/ Request for Proposal (RFP)

Country of registration _____

Name of contact person: _____

Contact details of contact person:

Tel (landline) _____

Cell phone _____

e-mail address _____



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ANNEXURE B

TENDERER'S PARTICULARS

The *tenderer* must furnish the following particulars where applicable:

Indicate the type of tendering structure by marking with an 'X' (where applicable provide registration number):	
Individual tenderer	
Unincorporated Joint venture (registration number for each member of the JV)	
Incorporated JV	
Other	

Please complete the following:

Name of lead partner/member in case of JV	
CIPC Registration Number (for each individual company / JV member)	
VAT registration number (for each individual company / JV member)	
CIDB registration number (for each individual company/JV member if applicable), respective contractor grading designation for each individual company/JV member , and combined cidb contractor grading designation (for JVs)	
Shareholding information (for each individual company/JV member) clearly identifying percentages owned by individual shareholders (full names & ID Numbers) and other entity shareholders (provide full legal/trading name and respective identifying registration/trust numbers)	Include as separate tender returnable if required.
Contact person	
Telephone number	
E-mail address	
Postal address (also of each member in the case of a JV)	
Physical address (also of each member of the JV)	



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If subcontractors are to be used, indicate the following for the main sub-contractor(s). Add to the list of applicable.

Name of contractor	
CIPC Registration number	
VAT registration number	
CIDB Registration number (if applicable) and CIDB grade specified for the sub-contractor as may be stipulated in the Tender Data	
Shareholding organogram /breakdown (for each individual company/JV member) clearly identifying percentages owned by individual shareholders (full names& ID Numbers) and other entities (provide full legal/trading name and respective identifying registration/trust numbers)	
Proposed Scope of work to be done by sub-contractor	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

1. If you are currently registered as a vendor with Elundini Local Municipality, please provide your Vendor registration number with Elundini Local Municipality. _____
2. If you are currently registered as a vendor on the Treasury Central Supplier Database(CSD) please provide your supplier registration number with Treasury _____
3. Please note that it is mandatory for you to register on National Treasury's CSD, if you intend doing work with any State department or State owned entity/company.



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4. You may register online at National Treasury website on www.treasury.gov.za
5. If you are registered on SARS Efiling system, please provide your pin number in order to verify your tax compliant status _____
6. If you are required to be tax compliant as per SBD 1, but are not registered on CSD (foreign suppliers) or have not provided your SARS Efiling pin, please confirm that you have attached/will send a copy of a current valid tax compliant certificate as a tender returnable (by contract award stage).

YES		NO	
-----	--	----	--

7. If sub-contracting is prescribed in the specific enquiry, you need to complete 8.1- 8.7 ☐
intend sub-contracting

8.1 Confirm if you

YES		NO	
-----	--	----	--

- 8.2 What percentage will you be sub-contracting? _____%
- 8.3 To whom do you intend sub-contracting? _____ ☐
contractor registered on CSD?

8.4 Is the said sub-

YES		NO	
-----	--	----	--

- 8.5 If yes to 8.4, please provide CSD number. _____
- 8.4 Please confirm B-BBEE level of said sub-contractor _____

- 8.5 Which designated group does the sub-contractor belong to:-
 - Black people
 - Black people who are youth
 - Black people who are women
 - Black people with disabilities
 - Black people living in rural or underdeveloped areas or townships
 - Cooperatives which are 51% owned by Black people
 - Black people who are military veterans

If Elundini Local Municipality decides to apply the sub-contracting provision as specified in Regulation 4(c) all tenders above the prescribed maximum threshold for quotations must be advertised through an open competitive bidding process subject to potential tenderers meeting the 30% minimum subcontracting requirement to EMEs or QSEs that are 51% owned by the following enterprises:

- 8.6 Please confirm that you have attached your signed intent to sub-contract document.

YES		NO	
-----	--	----	--

- 8.7 Have you attached proof of sub-contractor's belonging to designated group



Invitation to Tender/ Request for Proposal (RFP)

YES

NO

A. Single tenderers

I, the undersigned, _____ (Full names) hereby confirm that I am duly authorised to sign all documents in connection with this tender and any contract resulting from it, on behalf of _____ (insert the full legal name of the tenderer).

Signature: _____

Designation: _____

Date: _____

B. Joint Ventures

We, the undersigned, are submitting this tender in Joint Venture and hereby authorise Mr/Ms _____ (full names), an authorised signatory of _____, (insert the full legal name of the business entity serving as the lead partner) acting in the capacity of lead partner, to sign all documents in connection with the tender and any contract resulting from it on our behalf.

We attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

Legal Name of Joint Venture Member	Full Name and Capacity of Authorised Signatory	Signature



Invitation to Tender/ Request for Proposal (RFP)

ANNEXURE C

INTEGRITY DECLARATION FORM

1. DECLARATION OF INTEREST

I/We understand that any natural/legal person, including employees of the State and/or those related to an Elundini Local Municipality employee/director (as per the definition of "related" set out hereunder), may tender to Elundini Local Municipality. However, in view of possible allegations of favouritism (the practice of showing favour to, or giving preference to some person/group, to the detriment of, or at the expense of another that is entitled to equal treatment or an equal opportunity), should the resulting tender, or part thereof, be awarded to such natural/legal person, as described herein, it is required that the *tenderer/s* declare such interest/relationship where:-

- the *tenderer/s* employees/directors are also employees/contractors/consultants/ directors in the state or a state owned entity.
- the *tenderer/s* employees/directors are also employees/contractors/consultants/ directors of Elundini Local Municipality
- the *tenderer/s* employees/directors are also employees/contractors/consultants or directors in another entity together with Elundini Local Municipality employees/consultants/contractors/ directors
- the *legal person/s* (including its employees/contractors/directors/members/ shareholders) on whose behalf the tender documents are signed, is in some other way "related" to an Elundini Local Municipality employee/contractor/consultant/director involved in the tender evaluation/tender adjudication/tender negotiation. "Related" meaning that:-
 - an individual is related to another individual if they are married, or live together in a relationship similar to marriage;
 - or are separated by no more than two degrees of natural or adopted consanguinity or affinity;
 - an individual is related to a juristic person if the individual directly or indirectly controls the juristic person, as determined in accordance with the definition of "control" (as per Companies Act section 2(1)) ; and
- a juristic person is "related" to another juristic person if :-
 - (1) either of them directly/indirectly controls the other, or the business of the other, as determined in accordance with the definition of "control"(as per Companies Act section 2(1));
 - (2) either is a subsidiary of the other; or
 - (3) a person directly/indirectly controls each of them, or the business of each of them, as determined in accordance with the definition of "control"

¶ the *tenderer/s* and one or more of the *tenderers* in this tendering/RFP process have a controlling partner in common, or a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender/proposal of another tenderer, or influence the decisions of Elundini Local Municipality regarding this bidding process;

To give effect to the provisions above, please complete the table hereunder with all required information.



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MBD 4

Full Name & Capacity/ Position within tenderer (e.g. employee/Director/member/ owner/shareholder)	Identity Number	Confirm and provide details (including employee number) if you are a State/State owned entity employee/contractor/ director.	Full Names & Capacity/Position of Elundini Local Municipality employee/ director/ consultant and details of the relationship or interest(marital/ familial/personal/ financial etc.)	To your knowledge is this person involved in the evaluation/ adjudication/ negotiation of tenders

1. If any employee/director/member/shareholder/owner of tenderer/s is also currently employed by Elundini Local Municipality, state whether this has been declared and whether there is authorisation(Y/N) to undertake remunerative work outside public sector employment, and attach proof to this declaration. _____
2. Do the tenderer/s and other tenderer in this tendering/RFP process share a controlling partner or have any relationship with each other, directly or through common third parties? (Y/N) If Yes, attach proof to this declaration. _____



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. DECLARATION OF FAIR TENDERING PRACTICES

This serves as a declaration that when goods/services are being procured, all reasonable steps have been taken to address and/or prevent the exploitation of the procurement process and the use of any unfair tendering practices.

A **tender** will be disqualified if the *tenderer/s*, or any of its directors have:

- abused the institution's procurement process (e.g. bid rigging/collusion)
- committed fraud or any other improper conduct in relation to such system.

Please complete the declaration with an 'X' under YES or NO



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Item	Question	Yes/No	No
1.1	Is the <i>tenderer/s (or any of its directors/members/shareholders)</i> listed on National Treasury's Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector? [Note: Companies/persons who are listed on the Database were informed in writing of this restriction by the Authority/Accounting Officer of the institution that imposed the restriction after the audi alteram partem rule was applied]. The Database of Restricted Suppliers can be accessed on the National Treasury's website (www.treasury.gov.za).		
1.2	Is the <i>tenderer/s (or any of its directors / members / shareholders)?</i> listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004) The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za).		
1.3	Was the <i>tenderer/s (or any of its directors/members/shareholders)</i> convicted by a court of law (including a court outside South Africa) for fraud and/or corruption with respect to the procurement/tendering processes/procedures during the past five years?		
1.3.1	Provide details.		
1.4	Was the <i>tenderer/s (or any of its directors/members/shareholders)</i> prohibited from doing business with any International Financial Development/funding Agency or Lending Institution		
1.5	Is there any history/record of the <i>tenderer/s (or any of its directors/members/shareholders)</i> failing to meet their contractual obligation with any SOC?		



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I, the undersigned, _____ hereby confirm that I am duly authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of _____ *(insert the full legal name of the tenderer)*

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is correct, that it is understood that the tenderer's tender/proposal may be rejected, and that Elundini Local Municipality will act against the tenderer should any aspect of this this declaration prove to be false.

Signature:	
Designation and capacity in which signing:	
Date:	



Invitation to Tender/ Request for Proposal (RFP)

Joint Ventures

I, the undersigned, _____ hereby confirm that acting in the capacity of lead partner, I am duly authorised to sign all documents in connection with the tender and any contract resulting from it on behalf of _____ (insert the full legal name of the JV).

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is correct, that it is understood that the JV's tender/proposal may be rejected, and that Elundini Local Municipality will act against the JV should any aspect of this this declaration prove to be false.

Signature:	
Designation and capacity in which signing :	
Date:	

(A copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners is attached to the invitation to tender/Request for proposal).