

**AMAJUBA DISTRICT MUNICIPALITY
P2023/10**

INVITATION TO REGISTER ON THE DATABASE FOR PANEL OF HONEY SUCKER (DE-SLUDGING) SERVICE FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED

The Amajuba District Municipality hereby invites service providers to be registered on the database of Amajuba District Desludging services panel as and when required. The database will assist the municipality in emptying septic tanks, blocked sewer manholes and VIP Toilets for Dannhauser and eMadlangeni Local Municipality's areas as per queries logged within Amajuba DM areas. The service providers must be registered on the Central Supplier Database (CSD). Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of R500.00 per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N° 062156624 with the reference number 0000000002309. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 08**

December 2023 to khethiwem@amajuba.gov.za. Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing date 12h00, 08 December 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Bidders are required to submit an original tax clearance or income tax reference number, security pin and TCC number. Bids will be evaluated on price and functionality according to ADM SCM policy where 80/20 points system will be applied wherein 80 points are for price and 20 for specific goals.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification documents
<u>HDI Points:</u>		
1. Business owned more than 50% by black person.	5	1. CSD Report/ company registration certificate
2. Gender = Female	5	2. ID copies/CSD report
3. Youth	2	3. ID copies/CSD report
4. Disability	3	Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months
<u>Specific goals:</u>		
5. Promotion of business located within Amajuba District Municipality	5	

Bidders are required to submit original tax clearance or income tax reference number, security pin and TCC number. Bids will be evaluated on price and functionality according to ADM SCM policy where 80/20 points system will be applied wherein 80 points are for price and 20 for specific goals.

Completed applications in sealed envelopes endorsed “**P2023/10: Database for panel of desludging services**” must be deposited in the Municipality's tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section1, Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered. All technical enquiries must be directed to **Innocent Ramaota** on 034 329 7200 or by email: innocentr@amajuba.gov.za and for enquiries regarding the Supply Chain Management procedures, kindly contact **Sabelo Zulu** on 0343297200 or by email: sabeloz@amajuba.gov.za

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Closing date: Wednesday, 13 December 2023 @12h00 noon

**MR. PM MANQELE
MUNICIPAL MANAGER**



TERMS OF REFERENCE FOR PANEL OF SERVICE PROVIDERS FOR HONEY SUCKER (DE-SLUDGING) SERVICE FOR A PERIOD OF 3 YEARS AS AND WHEN REQUIRED.

1. BACKGROUND

Amajuba District Municipality is looking for service providers with De-sludging Service on Amajuba District Municipality's panel of service providers for the provision of De-sludging Truck within Amajuba District areas as and when required. The validity of the service providers' existence on the panel of service providers shall be for the period of three (3) years. The request is hereby made for the submission of service provider profile for registration in the Amajuba De-sludging Service panel.

2. OBJECTIVES

Amajuba District Municipality intends to act urgently on emptying septic tanks and VIP toilets avoid sewer spillages.

3. PRICING

Area A: Dannhauser local Municipality and eMadlangeni Local Municipality.

<u>TEM NO</u>	<u>ITEM DESCRIPTION</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>
1	<u>Rate per Litre (L).</u> <u>(Wet)</u>			
	<u>TOTAL (VAT INCLUDED)</u>			

4. REQUIREMENTS.

Certified proof of Desludging Truck ownership.

5. CONDITIONS OF PANEL.

5.1. BID DOCUMENT LAYOUT.

This tender document is divided into several sections. Please read through all the sections. In particular, the Conditions of Tender are most important, as they contain several new clauses in the light of the procurement policy and please take note of the conditions of tender and the list of required documents to be handed in, seeing that non-adherence to these requirements can lead to non-responsiveness of tender.

5.2. SUBMISSION

Your completed tender document must be placed in a sealed envelope, and the contract number and name of the contract written clearly on the outside. The envelope must be deposited, In accordance with the instructions in the Tender Advertisement. It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.

5.3. SCOPE OF CONTRACT

To emptying septic tanks, Blocked Sewer Manholes and VIP Toilets for Dannhauser and eMadlangeni Local Municipality's areas as per queries logged at call center with reference numbers. The waste material shall be removed and transported to the Amajuba Wastewater Treatment Works.

5.4. PANEL VALIDITY PERIOD.

The panel listing validity period is valid for 36 months.

5.5. ACQUAINTANCE WITH TENDER DOCUMENTS.

By submission of a tender, the Tenderer will be deemed to have acquainted himself/herself fully with the tender documents, local requirements and the laws prior to pricing and submission of tender.

6. HONEY SUCKER (DE-SLUDGING) TRUCK.

6.1. SPECIFICATION.

6.1.1. The truck must have a minimum tank capacity of at least 6 000 liters.

6.1.2. Honey sucker trucks must be equipped with a PTO pump connected directly to the truck.

6.2. DESLUDGING TRUCK CLEANING.

6.2.1. Desludging trucks should be cleaned on monthly basis. Proof of cleaning should be submitted by service provider and verified by ADM official.

6.3. HONEY SUCKER, ROADWORTHY, LICENSE AND IDENTIFICATION.

6.3.1.1. All vehicles to be used for this contract are to be roadworthy and always licensed for use on public roads. All vehicles to be used for this contract must conform to the Road Traffic Act RTA.Act 93 of 1996.

6.3.1.2. Standby honey sucker should be available in case of breakdown and servicing.

6.3.1.3. The vehicle and equipment shall bear the service provider name and contact details.

6.3.1.4. The service provider shall provide all his/her staff with uniforms for identification purposes. Identification cards or tags should be an added benefit for monitoring purposes.

6.3.1.5. The Service Provider shall always provide all his/her workers with all necessary protective clothing for use when in direct contract with the sewage debris/silt material.

- 6.3.1.6.** Service Providers who will be working with live sewers shall be required to observe those sections of the OHS Act and Regulations which deal with working in confined spaces and dealing with hazardous gasses. All manholes and sewers shall be tested for hazardous gasses on a continuous basis to ensure worker safety. The Service Provider shall ensure that the necessary functional gas testing equipment is always available on site. Breathing apparatus shall be available as and when required.
- 6.3.1.7.** Extreme care must be taken to prevent any spillage and suitable tools shall be available to immediately clean up any spillage.

7. VACCINATION CERTIFICATES

The successful Bidder will be required to provide proof of applicable vaccination certificates on request to ensure the health and safety of all field employees.

8. AVAILABLE FACILITIES

8.1. Facilities

No toilet, water, electricity, or storage facilities are available, and the Service Provider is to make his own arrangements with regard thereto.

9. SPECIAL CONDITIONS.

9.1. Rotation Plan

The rotational appointment of service providers from the approved panel will be based on:

- The functionality points scored from the highest point score to the least point score.
- Period of Appointment Rotation will be for 4 months.
- The listing on the approved panel of service providers does not guarantee the appointment.
- The municipality is not obliged to award the bid with the lowest bid price.

9.2. Supply all equipment.

Service Providers are to supply all equipment required to undertake and complete the work as specified and no additional payments will be entertained.

9.3. Damage to infrastructure

The apparatus and methods used shall not cause any damage to pipes, manholes, property or fixtures and any damage as may be caused will be repaired by the Council at the Service Provider's expense.

9.4. Cease work.

The Council's representative may instruct the Service Provider to cease work if the desilting method is deemed to be unsatisfactory, a danger or inconvenience to the public.

9.5. Communication

The Service Provider is to provide his supervisory and operational staff with cellular phone for communication and contact purposes for the duration of the contract.

9.6. Office Hours

Site office hours are 07h30-16h15 on weekdays for administration purposes.

9.7. Subcontract

No subcontracting will be allowed.

9.8. Signing off- of task

The Service Provider shall, prior to departure from site, advise the relevant Council representative of completion of the task. The Council representative will have sole discretion. if the work has been completed satisfactorily and will be required to sign off the worksheet for the task.

10. PANEL EVALUATION

The panel submissions will be evaluated on functionality based on the criteria indicated in the table below.

DETAILED BREAKDOWN OF QUALITY POINTS				
Criteria	Max Points	Sub-criteria	Allocation of points	
Demonstrated relevant experience	20	1. Relevant experience on similar work / project within the past 10 years. Appointment letters / reference letters to be attached as proof with traceable details.		
		1.1 Above five projects (5+)	20	
		1.2 Between three and five projects (3-5)	15	

11. LISTING CRITERIA

Bids that score less than 15 points will not be listed on the approved panel of high-pressure jetting machine services.

Appointment letters will be issued to all qualifying panel members and this appointment does not guarantee an appointment for procurement.

12. RETURNABLE DOCUMENTS.

Service providers are required to submit the following:

- Certified ID copies of all members/directors of company or sole proprietor
- Bank details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
- Specification sheet for honey sucker.
- Certified copies of proof of licensing and ownership.

- All Municipal Bid Documents (MBD) must be completed and returned, where applicable.
- Copy of CSD (Central Supplier Database).
- Copy of company registration documents.
- For Joint Venture Agreements, attach the CK's of each of the joint venture members (if applicable)
- ID(s) copies of company director(s).
- Copy of current municipal account for all Director/s and Company, not owing more than 90 days or copy of lease agreement from the relevant leasing authority. If the business is operated from the residence of one of the Director/s, an original affidavit, certified, must be submitted stating the address of the premises from your local SAPS office. In a case where the directors are not liable for the payment of rates/taxes, an affidavit commissioned by SAPS stating that the director is not liable for the payment of rates must be submitted. In case the director does not own property/is a tenant, leasing agreement should be submitted to confirm the place of residence. Tenders who are not registered with any municipality for the payment of rates and services due to their location may submit proof of residence / business address certified by a Municipal Councillor, but only if the residence is the same address as the business address, accompanied by an affidavit commissioned by SAPS.
- If the bidder's place of work or the address is located in rural settlement under traditional council, the bidder must submit the proof of resident certified by the traditional council leader and proof of resident certified by ward councillor.
- Printed copy of SARS Tax Pin for further verification.
- Completed and signed Municipal Bidding Document attached to the tender document.
- Bids will be adjudicated in terms of the Council Supply Chain Management Policy on the 80/20 Preferential Point System. It is therefore compulsory that the municipal tender document be used. Amajuba District Municipality is not bound to accept the lowest or any quote.

TERMS OF REFERENCE APPROVED BY

MR P. M. MANQELE.

MUNICIPAL MANAGER