



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

TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality hereby invites tenders for the following panels :-

Bid ref.	PROJECT NAME	Contract Number	Contact Person	Closing Date
Bid 1.	Framework contract for Civil Engineering Professional Services within Elundini Local Municipality for a period of three (3) years.	ELM-3/037/2024-2025	Mr BM Sivuka Tel.045 932 8232 buhles@elundini.gov.za	Monday,24 March 2025
Bid 2.	Framework Contract for Professional Services on Electricity Projects within Elundini Local Municipality for a period of three (3) years.	ELM-3/038/2024-2025	Ms P Malotana Tel.045 932 8219 portiam@elundini.gov.za	Tuesday,25 March 2025
Bid 3.	Framework contract for service providers for the maintenance and repairs of municipal plant for a period of three (3) years.	ELM-3/039/2024-2025	Mr P Gqamane Tel.045 932 8215 phumlag@elundi.gov.za	Wednesday,26 March 2025

For Construction related bids, contracts will be based on Based on NEC3 Professional Service Contract. For any other goods and services contract will be based on National Treasury GCC. The bids will be evaluated based on the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

PLEASE NOTE: There shall not be any site briefing meeting for these bids.

All Bid will be evaluated in three stages:

- Stage (1) one of Evaluation: Test for responsiveness which includes Eligibility Criteria (Means of Verification **MUST** be attached) **Bidders that are non-compliant on eligibility criteria and objective Criteria will be disqualified and not be considered for further evaluation.**
- Stage (2) two of Evaluation: Functionality
- Stage (3) three of Evaluation: Evaluation in terms of the 80/20 preference points systems prescribed in Preferential Procurement Regulations of 2022.

NB: Comprehensive evaluation criteria which includes eligibility criteria will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

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



Stage 2 of Evaluation: Functionality

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

BID 1		BID 2		BID3	
ELM-3-/037/2024-2025		ELM-3/038/2024-2025		ELM-3/039/2024-2025	
Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated	Evaluation Criteria	Maximum Points Allocated
Experience of tenderer	20	Experience of tenderer	40	Company Experience	70
Experience of key person	60	Experience of key person	40	Radius	10
Approach paper	20	Approach paper	20	Methodology	20
Total Points	100 Points	Total Points	100 Points	Total Points	100 Points

Stage Three of Evaluation: Evaluation in terms of the 80/20 preference points systems prescribed in Preferential Procurement Regulations of 2022 on all bids.

Price = 80 points

Specific goals = 20 points

Specific Goals	BID 1	BID 2	BID 3
	ELM-3/037/2024-2025	ELM-3/038/2024-2025	ELM-3/039/2024-2025
	Maximum Points Allocated	Maximum Points Allocated	Maximum Points Allocated
EME or QSE which is at least 51% owned by black people who are Women-Equity ownership	5 Points	5 Points	5 Points
EME or QSE which is at least 51% owned by black people	= 5 Points	= 5 Points	= 10 Points
EME or QSE which is at least 51% black owned by black Local business	10 points	10 points	2 Points

EME or QSE which is at least 51% owned by black people who are Youth - Enterprise (18-35)	N/A	N/A	3 Points
Total (Specific Goals)	20 Points	20 Points	20 Points

Failure to submit proof to claim specific goals points , no points will be allocated

PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used, proof of payment must be sent to kwaneles@elundini.gov.za and nomthan@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. ELM Cashier's office is situated at Elundini Traffic department, ERF 3503 Station Street, Ngqanqarhu, 5480.

The tender documents will be available on **Thursday, 20 February 2025**. NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000. Bid document may be emailed to the bidder upon receiving and confirming proof of payment. Bidders must allow at least 24 hours after sending POP for the municipality to be able to confirm payment.

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 submission must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Ngqanqarhu, Finance Department. The tender documents must be placed in the Tender Box not later than 12H00 Noon on the above-mentioned dates and will be opened in public.

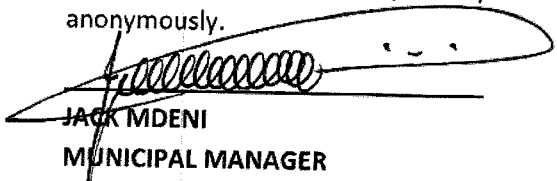
Bidders are encouraged to make electronic copies of the bid submission in a form of USB / CD as a precautionary backup. Enquiries relating to SCM may be addressed to Ms. H. Mdusulwana, Tel NO. 045 932 8125 or email: hlubikazi@elundini.gov.za. Telegraphic, telephone, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the prescribed tender documentation that is sold at R250.00 and proof of payment must be attached on the bid submission. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data and tender documents.

The minimum terms of reference, scope of work, detailed eligibility criteria, functionality, other bid conditions and rules will be uploaded on ELM website www.elundini.gov.za and detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 weeks.

Tenders 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.

There are scammers phoning bidders impersonating municipal staff soliciting bribes for tender. Please do not fall for that scam. Report any fraud or corruption to Free call: 0800 117844 or SMS to 32840 anonymously.



JACK MDANI

MUNICIPAL MANAGER

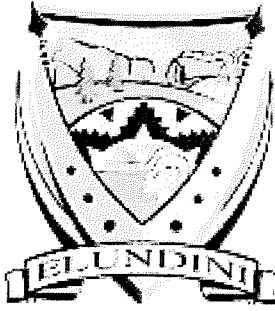
Part C3: Scope of work

C3 Scope of Work

Annexure 1: Proforma Task Order

Annexure 2: Framework for the determination of professional fees for consulting services

Annexure 3: Standard scope of professional services associated with the delivery of a package



Elundini Local Municipality
Tender Notice and Invitation to Tender

The municipality is looking to appointment of a panel of three (3) service providers for professional engineering services in relation to the professional services of Electrical Engineering services for a 3 year term without a guarantee of the quantum of work.

Title	Bid No
FRAMEWORK CONTRACT FOR PROFESSIONAL SERVICES ON ELECTRICITY PROJECTS WITH ELUNDINI LOCAL MUNICIPALITY WITHOUT A GUARANTEE OF THE QUANTUM OF WORK	ELM-3/038/2024-2025

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit tenders.

The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Stage 1 of Evaluation: Eligibility Criteria

For the bidder to be evaluated further on functionality, following eligibility criteria must be met: -

Eligibility Criteria and Objective Criteria	Evidence
Eligibility Criteria for this project will be available on Tender Data that will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document	Required evidence

Bidders with non-compliant with the above Eligibility Criteria and Objective Criteria will be disqualified and not be considered for further evaluation

Stage 2 of Evaluation: Functionality

Evaluation Criteria	Maximum Points Allocated
Experience of Tenderer	40
Experience of the Key Person	40
Approach paper	20
Total Points	100

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

Stage Three of Evaluation: Evaluation in terms of the 80/20 preference points systems prescribed in Preferential Procurement Regulations of 2022 on all bids.

Price = 80 points

Specific goals = 20 points

Specific Goals

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the organ of state)	Proof to claim points								
Tender	80									
EME or QSE which is at least 51% black owned by black Local business	=10 points<table><tr><td>Outside Eastern Cape</td><td>0</td></tr><tr><td>Within Eastern Cape</td><td>03</td></tr><tr><td>Within Joe Gqabi Region</td><td>05</td></tr><tr><td>Within Elundini</td><td>10</td></tr></table>	Outside Eastern Cape	0	Within Eastern Cape	03	Within Joe Gqabi Region	05	Within Elundini	10	CSD along with proof of residence
Outside Eastern Cape	0									
Within Eastern Cape	03									
Within Joe Gqabi Region	05									
Within Elundini	10									
EME or QSE which is at least 51% owned by black people who are Women-Equity ownership	= 5 Points	Company Registration Document and Certified ID Copy								
EME or QSE which is at least 51% owned by black people	= 5 Points	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit								
Total (Specific Goals)	20									

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points.

PURCHASING AND SUBMISSION OF TENDER DOCUMENTS.

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality (Where EFT is used, proof of payment must be sent to kwaneles@elundini.gov.za and nomthan@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. ELM Cahier's office is situated at Elundini Traffic department, ERF 3503 Station Street, Nqanqarhu, 5480.

The tender documents will be available on **Monday, 20 February 2025**. NB: For EFT payment bidders must pay using this account: First National Bank (FNB) cheque account No: 62159933772, Ref No. 020114350000. Bid document may be emailed to the bidder upon receiving and confirming proof of payment. Bidders must allow at least 24 hours after sending POP for the municipality to be able to confirm payment.

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 submission must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department. The tender documents must be placed in the Tender Box not later than Tuesday, 25 March 2025 12H00 Noon and will be opened in public.

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

Tenders may only be submitted on the prescribed tender documentation that is sold at R250.00 and proof of payment must be attached on the bid submission. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data and tender documents.

The minimum terms of reference, scope of work, detailed eligibility criteria, functionality, other bid conditions and rules will be uploaded on ELM website www.elundini.gov.za and detailed in the bid document under Tender Data. The Elundini Local Municipality SCM policy applies. Tender validity period is 12 weeks.

Tenders 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.

There are scammers phoning bidders impersonating municipal staff soliciting bribes for tender. Please do not fall for that scam. Report any fraud or corruption to Free call: 0800 117844 or SMS to 32840 anonymously.

T1.2 Tender Data

The conditions of tender are the latest edition of SANS 10845-3, *Construction Procurement – Part 3: Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. These standards should be read in conjunction with the National Treasury's Standard for Infrastructure Procurement and Delivery Management (SIPDM).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is the Elundini Local Municipality
3.2	The Tender Documents issued by the Employer comprise the documents listed on the contents page.
3.4	The employer's agent is : Ms P Malotane Tel No. 045 932 8219 Fax 086 505 9447 email: portiam@elundini.gov.za

4.1	STAGE 1 OF EVALUATION: ELIGIBILITY CRITERIA Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submissions are eligible to submit tenders and have their tenders evaluated: 1. The tenderer: a) Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to continue to function in the event of a death or withdrawal of one of the partners; 2. The Tenderer does comply with the legal requirements stated in the Employer's procurement policy; 3. The Tenderer to demonstrate that he/she will have, in his/her employ, the necessary personnel satisfying the requirements of the Scope of Work during the contract period. ▪ A registered Professional Engineer or Professional Engineering Technologist or Professional Technician in terms of the Engineering Profession Act Engineering Council of South Africa (ECSA) as a team leader. 4. The Tenderer must attach license subscription for the relevant designer software. 5. The Tenderer to provide proof that he/she is in good standing with respect to duties, taxes, levies, and contributions required in terms of legislation applicable to the work in the contract. 6. Proof of good standing with the Compensation for Occupational Injuries and Diseases (COID) 7. At least ONE (1) of the tendering entity's directors and members (as reflected on the company registration certificate), in the case of a company and close corporation respectively, or partners in the case of partnerships, must be professionally registered with the Engineering Council of South Africa (ECSA). 8. The Tenderer is able to provide suitable financial statements for the preceding financial year within 12 months of the financial year end. The tenderer has a turnover during its preceding financial year which is not less than R 1 million. (Attach suitable financial statements for the preceding financial year within 12 months of the year end) 9. The Tendering entity has Professional Indemnity and Public Liability Insurance cover issued by a reputable insurer in an amount of not less than R5 000 000.00 in respect of a claim without limit to the number of claims. (Attach proof of insurance) 10. The tenderer can provide at least two (2) contactable client references for the provision of electrical engineering consultant services relating to the category of works tendered which generated a cumulative fee income of at least R2 Million including VAT.
4.2	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. A full time employee of the tenderer must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be evaluated from only from those tendering entities appearing on the attendance list.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as an original. No copies are required

4.13.5 4.15	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 Municipality Cashier's reception area Finance Department Physical address: 1 Seller Street Maclear 5480 Identification details: Tender no, Title of Tender and the closing date and time Tuesday, 25 March 2025 for tenders The tender box is only open on weekdays between 08:00 and 16:00
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
4.16.1	The tender offer validity period is 8 weeks.
4.13.4	The tenderer is required to submit with his tender: 1) A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing. 2) a copy of the tenderer's professional indemnity insurance; and 3) a copy of Engineering Council of South Africa registration certificate for the Principal Consultant (key person)
5.1	The Employer will respond to requests for clarification received up to 3 working days before the tender closing time.
5.4	Tenders will be opened immediately after the closing time for tenders.
5.11.1	The financial offer will be reduced to a comparative offer using the Tender Assessment Schedule.

5.11.5	The procedure for the evaluation of responsive tenders is Method 4 The total number of tender evaluation points (T_{EV}) shall be determined in accordance with the following formula. $T_{EV} = 0,6 (N_{FO} + N_P) + 0,4 N_Q$ N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7 where the score for financial offer is calculated using Formula 2 and W_1 equals 80. N_P is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule N_Q is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9 where $W_2 = 100$. Up to 100 minus W_1 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.									
5.11.7	Scoring financial offers Score the financial offers using the following formula: $NFO = W_1 \times A$ where NFO is the number of tender evaluation points awarded for the financial offer; W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the tender data; A is the number calculated using the relevant formula described in Table 1, as stated in the tender data Table 1 — Formulae for calculating the value of A <table><tr><th>Formula number</th><th>Basis for comparison</th><th>Formula</th></tr><tr><td>1</td><td>Highest price or discount</td><td>P/P_m</td></tr><tr><td>2</td><td>Lowest price or percentage commission or fee</td><td>P_m/P</td></tr></table> P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration	Formula number	Basis for comparison	Formula	1	Highest price or discount	P/P_m	2	Lowest price or percentage commission or fee	P_m/P
Formula number	Basis for comparison	Formula								
1	Highest price or discount	P/P_m								
2	Lowest price or percentage commission or fee	P_m/P								
5.11.8	Scoring preferences Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences (NP) claimed in accordance with the provisions of the tender data.									

5.11.9	The quality criteria and maximum score in respect of each of the criteria are as follows: <table border="1" data-bbox="373 286 1369 577"> <tr> <th>quality criteria</th><th>Maximum number of points</th></tr> <tr> <td>Experience of Tenderer</td><td>40</td></tr> <tr> <td>Experience of the Key Person</td><td>40</td></tr> <tr> <td>Approach paper</td><td>20</td></tr> <tr> <td></td><td>100</td></tr> </table> The minimum number of evaluation points for quality is 70.	quality criteria	Maximum number of points	Experience of Tenderer	40	Experience of the Key Person	40	Approach paper	20		100
quality criteria	Maximum number of points										
Experience of Tenderer	40										
Experience of the Key Person	40										
Approach paper	20										
	100										
5.13	Tender offers will only be accepted if: a) A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing; b) the tenderer or any of its principals is not listed on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 or on National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za) c) the tenderer has not: i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; d) 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 e) the tenderer is not more than three months in arrears in its municipal rates and taxes or municipal service charges, if applicable.										
5.17	The number of paper copies of the signed contract to be provided by the employer is one.										

No	5.18 EVALUATION CRITERIA	Points										
1	Functionality	100										
1.1	Past Experience in consultancy of electrification projects (demonstrated experience in comparable projects)Project Design, Construction Monitoring and Completion by the Engineering Firm (Projects completed -consultancy in electrification projects only) The tenderer can provide at least two (2) contactable client references for the provision of electrical engineering consultant which generated a cumulative fee income of at least R2 Million including VAT. <table><tr><td colspan="2">SCORING CRITERIA</td></tr><tr><td colspan="2">Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project</td></tr><tr><td>4</td><td>Appointment letters and 4 reference letters or 4 completion certificates=40 points</td></tr><tr><td>3</td><td>Appointment letters and 3 reference letters or 3 completion certificates=30 points</td></tr><tr><td>2</td><td>Appointment letters and 2 reference letters or 2 completion certificates=20 points</td></tr></table>	SCORING CRITERIA		Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project		4	Appointment letters and 4 reference letters or 4 completion certificates=40 points	3	Appointment letters and 3 reference letters or 3 completion certificates=30 points	2	Appointment letters and 2 reference letters or 2 completion certificates=20 points	40
SCORING CRITERIA												
Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project												
4	Appointment letters and 4 reference letters or 4 completion certificates=40 points											
3	Appointment letters and 3 reference letters or 3 completion certificates=30 points											
2	Appointment letters and 2 reference letters or 2 completion certificates=20 points											
1.2	Key personnel must be registered as a professional engineer or professional engineering technologist or Professional Engineering Technician in terms of the Engineering Profession Act of South Africa CVs and qualifications with proposed organogram showing key personnel Qualifications and experience of Electrical Design Engineer 11 – and above experience in designing Electrical Engineering projects= 10 points 6- 10 years’ experience in designing Electrical Engineering projects =05 points 5 years’ experience in designing Electrical Engineering projects =03 points Qualifications Honours in Electrical Engineering with ECSA Registration – 10 points Degree/B-Tech Electrical Engineering with ECSA Registration – 05 points Diploma Electrical Engineering with ECSA Registration – 03 points Project Manager Experience in managing electrification projects 1-2 years’ experience in managing electrification projects and above= 03 points 3-5 years’ experience in managing electrification projects =05 points 5+ years’ experience in managing electrification projects =10 points Qualifications Honours in Electrical Engineering with ECSA Registration– 10 points Degree/B-Tech Electrical Engineering with ECSA Registration – 05 points Diploma Electrical Engineering with ECSA Registration – 03 points	40										
	Methodology (Understanding of Terms of Reference - ToR, proposed activity schedule and period required to complete an activity) Technical approach and methodology (Approach proposed to attain the employer's stated objectives). Provide a detailed methodology, clearly indicating the steps to be followed for each sub-component of the project, design packages to be used, Sub-contracting strategy on 30% to Local SMME, information gathering methodology, understanding of risks and identifying external risks.	20										
	TOTAL	100										

The minimum number of evaluation points for quality is 70.

T.2.1 List of returnable documents

1 Documentation to demonstrate eligibility to have tenders evaluated (see F2.1)

- Practice declaration

Note: Failure to complete this document will result in the tender not being eligible to be evaluated

2 Returnable Schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant:

- Compulsory Enterprise Questionnaire
- Attendance of compulsory clarification meeting
- Record of Addenda to Tender Documents
- Preferencing Schedule: Broad Based Black Economic Empowerment Status, if preference claimed
- Practice Declaration
- Experience of Tenderer
- Experience of the Key Person
- Approach paper

The Tenderer's attention is drawn to the eligibility criteria which require the tenderer to provide the required evidence in their tender submissions in order to be eligible to have their tenders evaluated. Tenderers who fail to provide the required documentation will not have their tenders evaluated.

3 Other documents required for tender evaluation purposes

The tenderer must provide the following returnable documents:

- Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (see www.sanas.co.za/directory/bbee_default.php) or a registered auditors approved by IRBA if preference points are claimed in respect of Broad-Based Black Economic Empowerment.
- A valid SARS Tax Clearance Certificate or a tax compliance status document reflecting the pin for the Employer to verify that the tenderer is in good standing
- a copy of the entity's professional indemnity insurance certificate
- a copy of Engineering Council of South Africa registration certificate for the (key person)
- suitable financial statements for the preceding financial year within 12 months of the financial year end which are in accordance with legislative requirements
- proof of membership of Consulting Engineers South Africa, if applicable
- a statement of municipal account which is not older than three months

4 Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract

None

5 Other documents that will be incorporated into the contract

C1.1 Offer portion of Form of Offer and Acceptance

C1.2	Contract Data (Part 2)
C2.2	Staff rates
C2.3	Adjustment factor
Failure to sign the form of offer and acceptance will render the tender "non-responsive".	

Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Name of contract person for the purpose of this tender:

Email: **Postal address:**

Telephone

Fax **Physical address:**

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any: not applicable

Section 4: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 5: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director or voting members of a company established in terms of the Companies Act, 2008 (Act 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984), who jointly and severally with his other partners, co-directors or co-members, as the case may be, bears the risk of business and takes responsibility for the management and liabilities of the partnership, company, or close corporation

Full name of principal	Identity number	Personal income tax reference number	State employee number / Persal number

Attach separate page if necessary

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | |
| ☐ a member of the board of directors of | ☐ a member of an accounting authority of any national |

any municipal entity

or provincial public entity

- ☐ an official of any municipality or ☐ an employee of Parliament or a provincial legislature
municipal entity

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- ☐ a member of any municipal council ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province ☐ a member of an accounting authority of any national or provincial public entity
- ☐ a member of the board of directors of any municipal entity
- ☐ an official of any municipality or ☐ an employee of Parliament or a provincial legislature municipal entity

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 8: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

☐ Yes ☐ No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 9: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that:

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment;
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- vii) the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Name	_____	Date	_____
		Position	_____
Enterprise name	_____		

Attendance of compulsory clarification meeting

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity, confirms that the following full time employee attended the compulsory site clarification meeting and signed the attendance register:

Name:

Identity number:

Telephone no:

Job description:

Signed		Date	
Name	_____	Position	_____
Tenderer	_____		_____

No	5.18 EVALUATION CRITERIA	Points					
1	Functionality	100					
1.1	Past Experience in consultancy of electrification projects (demonstrated experience in comparable projects)Project Design, Construction Monitoring and Completion by the Engineering Firm (Projects completed -consultancy in electrification projects only) The tenderer can provide at least two (2) contactable client references for the provision of electrical engineering consultant which generated a cumulative fee income of at least R2 Million including VAT. <table><tr><td>SCORING CRITERIA</td></tr><tr><td>Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project</td></tr><tr><td>4 Appointment letters and 4 reference letters or 4 completion certificates=40 points</td></tr><tr><td>3 Appointment letters and 3 reference letters or 3 completion certificates=30 points</td></tr><tr><td>2 Appointment letters and 2 reference letters or 2 completion certificates=20 points</td></tr></table>	SCORING CRITERIA	Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project	4 Appointment letters and 4 reference letters or 4 completion certificates=40 points	3 Appointment letters and 3 reference letters or 3 completion certificates=30 points	2 Appointment letters and 2 reference letters or 2 completion certificates=20 points	40
SCORING CRITERIA							
Previous experience in the form of an appointment letter with signed reference letter or completion certificates of the same project							
4 Appointment letters and 4 reference letters or 4 completion certificates=40 points							
3 Appointment letters and 3 reference letters or 3 completion certificates=30 points							
2 Appointment letters and 2 reference letters or 2 completion certificates=20 points							
1.2	Key personnel must be registered as a professional engineer or professional engineering technologist or Professional Engineering Technician in terms of the Engineering Profession Act of South Africa CVs and qualifications with proposed organogram showing key personnel Qualifications and experience of Electrical Design Engineer 11 – and above experience in designing Electrical Engineering projects= 10 points 6- 10 years' experience in designing Electrical Engineering projects =05 points 5 years' experience in designing Electrical Engineering projects =03 points Qualifications Honours in Electrical Engineering with ECSA Registration – 10 points Degree/B-Tech Electrical Engineering with ECSA Registration – 05 points Diploma Electrical Engineering with ECSA Registration – 03 points Project Manager Experience in managing electrification projects 1-2 years' experience in managing electrification projects and above= 03 points 3-5 years' experience in managing electrification projects =05 points 5+ years' experience in managing electrification projects =10 points Qualifications Honours in Electrical Engineering with ECSA Registration– 10 points Degree/B-Tech Electrical Engineering with ECSA Registration – 05 points Diploma Electrical Engineering with ECSA Registration – 03 points	40					
	Methodology (Understanding of Terms of Reference - ToR, proposed activity schedule and period required to complete an activity) Technical approach and methodology (Approach proposed to attain the employer's stated objectives). Provide a detailed methodology, clearly indicating the steps to be followed for each sub-component of the project, design packages to be used, Sub-contracting strategy on 30% to Local SMME, information gathering methodology, understanding of risks and identifying external risks.	20					
	TOTAL	100					

The minimum number of evaluation points for quality is 70.