



TENDER DATA

Clause	
C.1.1	Actions
C.1.1.1 1	The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly, and transparently, comply with all legal obligations and not engage in anticompetitive practices.
C.1.1.1 2	The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents, and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate. Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result. 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.
C.1.1.1 3	The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.
C.1.2	The documents issued by the employer for the purpose of a tender offer are listed in the tender data.
C.1.3	Interpretation C.1.3.1The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender. C.1.3.2These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.



C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) conflict of interest means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
 - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) comparative offer means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration
- c) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication.

The Employer's Representative is;

<u>Accounting Officer;</u>	<u>Procurement Enquiries.</u>	<u>Technical Enquiries.</u>
Ms M.M Skosana P. O. Box 437 Middelburg 1050. Tel : 013 249 2006	Ms S.A. Mashaba P.O. Box 437 Middelburg 1050 013 249 2104	Mr NM Motshwene P.O. Box 437 Middelburg 1050 013 249 2070

Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer or his nominee will be regarded as amending the tender documents. Tender offer communicated on paper shall be submitted as an original. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data

In the event that no correspondence or communication is received from the NDM within 90 days after the stipulated closing date and time of the tender, the tender proposal will



	be deemed to be unsuccessful.
C.1.5	Cancellation and Re-Invitation of Tenders C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation; b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable tenders are received. d) there is a material irregularity in the tender process. C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.
C.1.6	Procurement procedures C.1.6.1 General Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders. C.1.6.2 Competitive negotiation procedure C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply. C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect. C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.



	C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer. C.1.6.3 Proposal procedure using the two stage-system C.1.6.3.1 Option 1 Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender. C.1.6.3.2 Option 2 C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents. C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.
C.2.1	Eligibility Only those tenderers who have relevant experience on similar projects and provide Public Liability Insurance of R 500 000.00 for each claim are eligible to tender.
C.2.2	Cost of Tendering The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.
C.2.3	Check documents The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
C.2.4	Confidentiality and Copyright of Documents. 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
C.2.5	Reference documents Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.
C.2.6	Acknowledge addenda 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.



C.2.7	Clarification Meeting No clarification meeting will be held on this project.
C.2.10	Pricing the tender State the rates and prices in Rand
C.2.11	Alterations to the Tender Documents. No alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document
C.2.12	Alternative tender offer. No alternative tender offers will be considered or accepted.
C.2.13	Submitting tender offer:
	No Tender document will be considered unless submitted on Council's Official Tender Document Return all the returnable documents to the employer after completing them. Tenders must be deposited in the tender box clearly marked with project description. Location of tender Box: Main Entrance Ground Floor Nkangala District Municipality Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered
	All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time. Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered
C.2.15	Closing Time:
	The time and location for opening of the Tender offers are: Closing Time: 12h00 Closing Date: 29 MARCH 2022 Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050



	Due to Covid-19 Regulations, after closing time, tenders will not be opened in public.								
	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the NDM.								
C.2.16	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
C.2.17	Tender clarification after submission A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.								
C.3.11	Tender evaluation points The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20-point system shall be applicable. Preference points for this bid shall be awarded for: (a) Price; and (b) B-BBEE Status Level of Contribution. The maximum points for this bid are allocated as follows: <table border="1"> <thead> <tr> <th></th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>PRICE</td><td>80</td></tr> <tr> <td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td><td>20</td></tr> <tr> <td>Total points for Price and B-BBEE must not exceed</td><td>100</td></tr> </tbody> </table>		POINTS	PRICE	80	B-BBEE STATUS LEVEL OF CONTRIBUTION	20	Total points for Price and B-BBEE must not exceed	100
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	Evaluation of Tenders								



~~The Tenderers notice is drawn to the fact that the evaluation, adjudication and awarding~~
of this tender will be terms of the Supply Chain Management Policy of the NDM.

The following steps will be followed in evaluation;

1. Determination of whether or not tender offers are complete.
2. Determination of whether or not tender offers are responsive.
3. Determination of the reasonableness of tender offers.
4. Confirmation of the eligibility of preferential points claimed by tenderers.
5. Determination of expertise and experience of tenderers.
6. Awarding of points for financial offer.
7. Ranking of tenderers according to the total points
8. Performance of risk analysis by checking the credit record of the tenderers

Evaluation Criteria

The procedure for the evaluation of responsive Bids will be on the average of the previous three projects where the firm was involved for Construction Projects. Reference of Clients including NDM must be provided.

Tenders are adjudicated in terms of NDM Supply Chain Management Policy, and the following framework is provided as a guideline in this regard.

Technical adjudication and General Criteria

- Tenders will be adjudicated in terms of inter alia:
- Compliance with Tender conditions
- Technical specifications

If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.

With regard to the above, certain actions or errors are unacceptable and warrants **REJECTION OF THE TENDER**, for example

- A valid tax clearance certificate issued by SARS or Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted.
- Pages to be completed, removed from the Tender document, and have therefore not been submitted.
- If tender document is not fully completed as required and as stipulated in the tender data.
- If any tender document is tempered with or it is unbundled or unbundled.
- Scratching out without initialing next to the amended rates or information.
- Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.
- Attaching required documents which are older than three months before the date of the closing



	▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory” ▪ A Resolution by a Board of Directors of the Company authorizing the Tenderer to sign the Tender document on behalf of the Company. No authority for signatory submitted. ▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications. ▪ The Tenderer's attempts to influence or has in fact influenced the evaluation and/or awarding of the contract. ▪ The Tender has been submitted after the relevant closing date and time ▪ Failure to complete and sign Form of Offer and Acceptance ▪ If any municipal rates and taxes or municipal service charges owed by that Tenderer or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months. ▪ If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer that performance was unsatisfactory
	Size of enterprise and current workload ▪ Evaluation of the Tenderer's position in terms of: ▪ Previous and expected current annual turnover ▪ Current contractual obligations ▪ Capacity to execute the contract Staffing profile Evaluation of the Tenderer's position in terms of: ▪ Staff available for this contract being Tendered for ▪ Qualifications and experience of key staff to be utilized on this contract. Proposed Key Personnel In this part of the tender, the Tenderer shall also supply Curriculum Vitae (CV's) for the Staff available named and working on full time basis for the Tenderer. The CV should follow the normal Professional Format as used by Professional Service Providers. Much importance will be placed on the experience of the staff proposed. The Tender must ensure that, if selected, the nominated staff will be assigned as proposed. Failure to do so may result in the annulment of any acceptance of the Tenders' proposal and/ or Agreement entered into by the Client for the execution of the services
	Previous experience The procedure for the evaluation of responsive Bids will be on the average of the three projects where the firm was involved. Reference of clients other than NDM MUST be



	provided. The tenderer shall list in the appropriate Forms the appropriate related projects undertaken by the member firms of the tenderer within the last TWO(2) years. Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following: ▪ Experience in the relevant technical field ▪ Experience of contracts of similar size ▪ Some or all of the references will be contacted to obtain their input.
	The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects. Financial ability to execute the contract: Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: ▪ Contact the Tender's bank manager to assess the Tenderer's financial ability to execute the contract and the Tenderer hereby grants his consent for this purpose. Audited financial statements for three (3) years in case the total cost of the project charged is above R10 Million.
	Good standing with SA Revenue Services ▪ Determine whether a valid tax clearance certificate issued by SARS or Tax Compliance letter with a unique PIN in terms of the electronic Tax Compliance Status (TCS) system from SARS has been submitted. If the Tender does not meet the requirements contained in the NDM Procurement Policy, and the mentioned framework, it will be rejected by the Council, and may not subsequently be made acceptable by correction or withdrawal of the non-conforming deviation or reservation. Penalties The Nkangala District Municipality will if upon investigation it is found that a preference in terms of the Act and these regulations has been obtained on a fraudulent basis, or any specified goals are not attained in the performance of the contract, on discretion of the Municipal Manager, one or more of the following penalties will be imposed: ▪ Cancel the contract and recover all losses or damages incurred or sustained from the Tenderer. ▪ Impose a financial penalty at the discretion of Council ▪ Restrict the contractor, its shareholders, and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years Evaluation Method 4 Which entails the balance between financial offer, preferences, and Quality and 80-20



	points system, will be adopted.
C.3.13	Acceptance of tender offer Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer: a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement. b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise, and the personnel, to perform the contract. c) has the legal capacity to enter the contract. d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing; e) complies with the legal requirements, if any, stated in the tender data; and f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.
F.1.	Declaration Certificate for Local Production and Content for Designated Sectors Failure to complete and comply with minimum threshold of MBD 6.2, Annexure C, D & E for Local Content is an automatic disqualification. Tenderers must ensure that products/materials supplied are manufactured/produced locally. Tenderers must also ensure that imported products/material are exempted by the Department of Trade and Industry (DTI).
F.2.	The Employer's right to accept or reject any tender offer The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Nkangala District Municipality.

A firm must obtain a minimum of 60 points out of the 100 points above to be considered for price and BBB-EE evaluation.

(Maximum Points obtainable 50)

Security company Name.....

Number of security officers registered with PSIRA (Note 4)				
Grade C Security	1 -10	No	3	
Guards	11-50	No	5	



	51 and above	No	10	
Sub-Total			10	
Grade D Security Guards	1 -10	No	2	
	11-50	No	3	
	51 and above	No	10	
Sub-Total			10	
Firearm Competency Certificates (Note 1)	1 -10	No	2	
	11 - 50	No	3	
	51 and above	No	10	
Sub-Total			10	
Patrol vehicles (Note 5)	1-5	No	3	
	6-10	No	5	
	11 and above		10	
Sub - Total			10	
Police Clearance on a number Security Guards/ Officers employed	1 -10	No	3	
	11 - 50	No	5	
	51 and above	No	10	
Sub-total			10	
Total			50	

Project Manager: (Maximum Points obtainable 30)

Name of Project Manager:

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points Claimed
Security Officers Qualifications (Note 1)	Below A/B Security Qualification	Yes	0	
	Grade A/B Security Qualification	No	10	
Sub-total			10	
Years of experience after qualification (Note 3)	1-2	No	2	
	3-5	No	3	
	5 and above	No	5	
Sub-total			5	
Fire Arm Competency Certificates and		Yes	10	

 RENDERING OF SECURITY SERVICES AT NKANGALA DISTRICT MUNICIPALITY OFFICE BUILDING, KWAMHLANGA, DR JS MOROKA, NOKANENG FIRE STATIONS AND VARIOUS PARKHOMES FOR A PERIOD OF 36 MONTHS				
Registration with PSIRA (Note 4)				
Sub-total			10	
Clean Criminal Record / Police Clearance		Yes	5	
Sub-total			5	
Total			30	

Note 1: Security Officers' Qualifications

Proof of qualifications (in line with Security Offices Qualification and certification) in the form of copies must be attached to all personnel. Foreign qualifications must be accompanied by a certificate from Qualifications Certification Body. Failure to provide this proof of security officers' s qualifications will result in the project Leader/Site Manager and/or security Officers being regarded as not having minimum prescribed qualifications, and will eliminate the tender from further evaluation

Minimum requirements Site Manager

- Grade A/B Security certificate
- Firearm Arm Licence and competency certificate
- Knowledge of security protocols on responsibilities of a Grade C and D Security Officer
- Ability to controlling and managing the security workforce on a number of functions.
- Conducting risk assessments and evaluations on site daily.
- Basic investigative skills and Problem solving.
- Knowledge of access control in high-risk areas where documentation and basic computer skills might be required

Minimum requirements for Security Guards

- Grade C and D Security certificate
- Firearm Arm Licence and competency certificate
- Ability to controlling and managing access to buildings.

Note 2: Experience after qualification

Attached CV for key personnel must clearly indicate experience and number of years in the field.

Note 4: Employment History (Involvement in comparable projects)

Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). attach PSIRA certificate relevant to the grade.

Note 5: Current Employment

Attached CV must indicate current employment

Experience of Firm in security services contracts (Maximum Points obtainable 20)

Evaluation Criteria	Minimum Required for Contracts appointed for	Elimination Factor	Points Obtainable	Points Claimed
Experience of the firm in Security Services Industry	2 to 3	No	10	
	4 to 7	No	15	



	8 and above	No	20	
Maximum Points obtainable			20	

Guideline to experience on similar or comparable projects

a) Experience in security services contracts

The Tenderer must attach copies of Appointment Letters / purchase orders and reference letters as evidence. Points claimed without these requested evidence documents will not be considered. At least two (2) projects must have been successfully completed to obtain minimum points. Projects below the prescribed minimum will equal zero points.