

EMAKHAZENI LOCAL MUNICIPALITY



APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRICAL SPARES, MATERIAL AND TESTING EQUIPMENT FOR A PERIOD OF 36 MONTHS

ELM 24-25/07/03

TENDER

EMPLOYER:

EMAKHAZENI LOCAL MUNICIPALITY

25 Scheepers Street

Belfast

1100

Tel: (013) 253 7600

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee of R 1000.00 per document from the offices of the Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351**, Tender Reference number (Project Number and Company Name), the document can be obtained from our municipal office at 25 Scheepers Street, Belfast or through email.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Price	Closing Date	Functionality %	Contact person
ELM 24-25/07/03	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF ELECTRICAL SPARES, MATERIAL AND TESTING EQUIPMENT FOR A PERIOD OF 36 MONTHS	Wednesday, the 19 th of June 2024	R1 000.00	Friday the 19 th of July 2024 at 12h00	60%	Procurement enquiries: Joas Madiope at 013 253 7601 joas.madiope@emakhazeni.gov.za Technical enquiries: Victor Sibande at 013 253 7723 victor.sibande@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to Municipal Supply Chain Management Regulations and Preferential Procurement Policy Framework (PPPFA) (Act 5 of 2000) .The method for evaluation of service providers is based on functionality, price and preferential points (80/20 preference). Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD).

NOTE TO BIDDERS ON BID CONDITIONS:

- The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Bids submitted are to be valid for a period of 90 days;

MR. J.W SHABANGU
MUNICIPAL MANAGER



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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 in terms of ELM Supply Chain Management Policy which entails the balance between Financial Offer, Quality and preferences on 80-20 points system will be adopted. Bidders must obtain a **minimum functionality score of 60%** in order for the bid to be responsive.

FUNCTIONALITY POINTS:

Bid Evaluation Criteria		Maximum Points	
COMPANY EXPERIENCE	Bidder's experience in the supply and delivery of goods: Company experience – orders fulfilled (40)	40	
	7 or more orders/appointments		40
	5-6 Six orders/appointments		30
	3-4 orders/appointments		20
	Minimum of 2 orders/appointments		10
	No submission = 0		0
	Attach official purchase order/appointment letters and the contactable reference letter on client's letterhead		
GUARANTEE ON NEW GOODS	Letter of guarantee to be provided.	10	
	• 19-24 months guarantee		10
	• 13-18 months guarantee		7
	• Min 12 months guarantee		5
LOCALITY	• Main office is within Emakhazeni Local Municipality	20	
	• Main office is within Nkangala District Municipality	15	
	• Main office is within Mpumalanga	10	
	• Main office is outside Mpumalanga	5	
TOTAL		70	

1. The minimum qualifying score for functionality is 60%