



TENDER DATA

1.	The Employer is: Nkangala District Municipality P.O Box 437 Middelburg 1050			
2.	Tender Documents			
	Tendering Procedures Tender notice and invitation to tender Tender data Returnable Documents List of Returnable Documents The Contract Agreements and Contract data Forms of Offer and Acceptance Contract Data Pricing Data Pricing Instruction Bill of Quantities Terms of Reference Terms of Reference Additional Relevant Documents Supply Chain Management Policy			
3.	Interpretation The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.			
4.	Communication. The Employer’s Representative is; <table><tr><td> <u>Accounting Officer:</u> M.M Skosana P. O. Box 437 Middelburg 1050. Tel: 013 249 2000 </td><td> <u>Procurement Enquiries.</u> C Makitla P.O. Box 437 Middelburg 1050 013 249 2107/6/5/4/58 </td><td> <u>Technical Enquiries.</u> M.R Makulane P.O. Box 437 Middelburg 1050 Tel: 013 249 2083 </td></tr></table>	<u>Accounting Officer:</u> M.M Skosana P. O. Box 437 Middelburg 1050. Tel: 013 249 2000	<u>Procurement Enquiries.</u> C Makitla P.O. Box 437 Middelburg 1050 013 249 2107/6/5/4/58	<u>Technical Enquiries.</u> M.R Makulane P.O. Box 437 Middelburg 1050 Tel: 013 249 2083
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4.1	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 will be regarded as amending the tender documents.			
5.	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.			



6	Tenderer Obligations
6.1	The Council retains the right to call for any additional information that it may deem necessary
6.2	If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards. Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner: 1. Control 2. Management 3. Operations 4. Risk 5. Profit and Loss
6.3	If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.
6.4	At the request of the Municipal Manager or his authorised representative from furnishing him with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration so as to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,
7.	Compensation 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.
8.	Check documents The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
9.	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.
10.	Eligibility Only those tenderers who satisfy the following criteria will be eligible to tender: • Relevant experience on similar projects • Public liability insurance of R 100 000 for each and every claim • The Service provider must attach Copy of Material Safety Data Sheet



11.	Clarification Enquiries Enquiries can be directed to: Name Makulane Ronald Position Occupational Health and Safety Officer Telephone (013) 249 2083
12	Submitting tender offer:
12.1	No Tender document will be considered unless submitted on Council's Official Tender Document
12.2	Return all the returnable documents to the employer after completing them.
12.3	Tenders must be deposited in the tender box clearly marked: APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF COVID-19 PPE'S, SCREENING MACHINES AND SANITERS FOR THE PERIOD OF 36 MONTHS Location of tender Box: Main Entrance Ground floor Nkangala DM Building Physical Address: Nkangala District Municipality, 2A Walter Sisulu Street, Middleburg 1050. Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered
12.4	All tender received by the Nkangala District Municipality will remain in the Municipality's possession until after the stipulated closing date and time.
12.5	Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute tenders will be considered.
13.	Closing Time:
13.1	Closing Time: 12h00 Closing Date: 26th September 2022 Location: Nkangala District Municipality 2A Walter Sisulu Street Middelburg 1050
13.2	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.
14.	Pricing the tender State the rates and prices in Rand



15.	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								
16.	Alternative tender offer. No alternative tender offers will be considered or accepted								
17	Tender Offer Validity The Tender offer validity period is 90 days from the closing date.								
18	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.								
19	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.								
20	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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21	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 the Supply Chain Management Policy of the NDM.
21.1	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
21.2.1	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 copy of SARS compliance pin must be attached to the Tender document). ▪ Pages not duly 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 unbinded or unbundled. ▪ Scratching out without initialling next to the amended rates or information. ▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil. ▪ Failure to attend compulsory site inspections ▪ 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. ▪ Failure to attach required and specified documents ▪ The Tender has been submitted after the relevant closing date and time.



	- Failure to complete and sign Form C1.1 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.
21.2.2	Staffing profile Not applicable
21.2.3	Previous experience The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality. Purchaser orders or appointment letters should be attached as proof.
21.2.4	The tenderer shall provide documentation of company experience of each member of the Consortium/Joint Venture related projects.
21.2.5	Financial ability to execute the contract Evaluation of the Tenderer's financial ability to execute the contract. Emphasis will be placed on the following: Public liability R100 000.00
21.2.6	Good standing with SA Revenue Services A copy of SARS compliance pin must be attached to the Tender document).
21.2.7	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.
21.2.8	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 service provider, its shareholders and directors on obtaining any business from the Nkangala District Municipality for a period of 5 years
22	The additional conditions of Tender are:



	1. Nkangala District Municipality may also request that the Tenderer provide written evidence that his financial, labour and resources are adequate for carrying out the project. 2. The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer. The Tenderer shall provide all reasonable assistance in such investigations. 3. The number of bidders to be appointed be capped to five suppliers						
22.1	Evaluation Method 4 Which entails the balance between financial offer, preferences and Quality and 80/20 points system, will be adopted.						
22.2	Proposed key personnel Not applicable						
22.3	Evaluation Criteria The Company's tender responsiveness in relation to points in therefore summarized as follows: <table> <tr> <td>Company vehicle</td><td>20</td></tr> <tr> <td>Material Safety Data Sheet</td><td>10</td></tr> <tr> <td>Company experience</td><td>40</td></tr> </table>	Company vehicle	20	Material Safety Data Sheet	10	Company experience	40
Company vehicle	20						
Material Safety Data Sheet	10						
Company experience	40						



VEHICLES (Maximum Points obtainable 20)

It must be noted that a total point of 20 are obtainable by the service provider in relation to the requirements as mentioned on the table below, failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero point will be scored. Letter of intent or quotation from the lessor must be attached.

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable (own)	Points obtainable (lease)	Points Claimed
Company's vehicles a- Note: Proof of ownership of the company or lease agreement must be attached and failure to do so will result in forfeiting the points	Firm's number of LDV's X1	No	20	15	
Sub-total			20	15	
Total			20	15	

MATERIAL SAFETY DATA SHEET (MSDS) 10

It must be noted that a total point of 10 are obtainable by the service provider in relation to the requirements as mentioned on the table below, failure to submit evidential supporting documents is not an eliminating factor **BUT** a zero point will be scored

Evaluation Criteria	Minimum Required	Elimination Factor	Points obtainable	Points claimed
A copy of Material Safety Data Sheet of all the chemicals to be supplied	A copy Material Safety Data Sheet	Yes	10	
Sub-total			10	
Total			10	

Company experience (Maximum Points obtainable 40)**Note: Company's previous completed projects**

Provide proof of the company's previous completed projects which is in the form of appointment letters with contact details or completion certificates or any tangible proof. If these are not provided, zero points will be allocated in that regard.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Company experience in terms of similar projects completed (PPE, Screening Machine, and sanitisers)	0-1 Projects	Yes	10	
	2 – 4 Projects	No	20	
	5 and Above	No	40	
Sub-Total			40	
TOTAL			40	

A FIRM MUST OBTAIN A MINIMUM OF 40 OUT OF THE 70 POINTS ABOVE IN ORDER TO BE CONSIDERED FOR PRICE AND B-BBEE EVALUATION.

TOTAL SCORE: _____/70