

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: APPOINTMENT OF PANEL OF CONSULTANTS FOR PROFESSIONAL ELECTRICAL ENGINEERING RELATED SERVICES FOR PERIOD OF THREE YEARS.

TERMS OF REFERENCE

Professional Electrical Engineers for period of three years

Project Number: BM39/17/18

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ANNEXURE A

RETURNABLE FORMS

BLOUBERG LOCAL MUNICIPALITY

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Project Number: BM39/17/18

1. INTRODUCTION

1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for Panel of Professional Electrical Engineers for period of three years.

1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

| | |
|--------------|---|
| DATE | 25 April 2018 |
| TIME | 10:00am |
| VENUE | Blouberg Municipal Offices - Council Chamber |

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

| | |
|--------------|---|
| DATE | 09 May 2018 |
| TIME | 11:00am |
| VENUE | Blouberg Municipal Offices - Municipal chamber |

2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile
- Proof of Company Registration
- SARS Tax Clearance Certificate
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors(not older than three months)
- Account Statement for municipal rates and services for both company and directors.
- CSD summary report not older than three months

FUNCTIONALITY

| CRITERION | | Max Points |
|------------------------------------|---|-------------------|
| Profile of Company Directors | Attach CV with detailed experience: Proof of at least having directed 3 completed projects | 15 Points |
| Profile of Key Staff | Attach CV of Project manager/Resident engineer: Proof of at least having managed 3 completed projects | 15 Points |
| Previous Experience of the company | Attach 4 appointment letters accompanied by completion certificates | 40 Points |

| | | |
|----------------------|------------------------------------|----------|
| Financial Statements | Attach latest financial statements | 5 Points |
| Location | Fully Operational office | 5 Points |

N.B Bidders who scores less than 70.00 points on functionality will not be evaluated for further evaluation

Note: It is compulsory to also fully complete the returnable forms attached in Annexure A

3. PROJECT DESCRIPTION AND BACKGROUND

Planning, Designing and Installation monitoring of the Electrical and related projects

4. SCOPE OF WORK

Planning, Designing and Installation monitoring of the Electrical and related projects

5.1 EVALUATION ON ADMINISTRATIVE COMPLIANCE-PHASE1

5.1.1 Bidders who comply with administrative requirements will qualify for further evaluation on functionality.

5.1.2 Bidders who do not comply with administrative requirements will be disqualified.

5.1.3 The evaluation on administrative compliance will be as follows:

- Copy of tax clearance certificate
- Company Registration
- Pages initialled
- Compulsory briefing session
- Declaration of interest
- Registration with professional bodies (ECSA etc)
- Proof of professional indemnity
- Municipal rates and taxes for both directors and companies

5.2 EVALUATION ON FUNCTIONALITY COMPLIANCE-PHASE2

5.2.1 The bidders who score 70.00 points or more on functionality will qualify to be appointed on the panel of consultants for a period of three (3) years

5.2.2 The bidders who score less than 70.00 points on functionality will be disqualified.

The submission from service provider will be evaluated in terms of preferential procurement regulations, 2017 pertaining to the preferential procurement policy framework Act, 5 of 2000

The proposal will be evaluated as follows

| CRITERION | POINTS |
|---------------|--------|
| Functionality | 80 |
| B-BBEE | 20 |

6. PRICING

Not Applicable

7. APPOINTMENT OF SERVICE PROVIDER

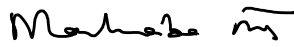
Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

8. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder.

END OF THE TERMS OF REFERENCE.

APPROVED BY:



Junias Machaba
Municipal Manager

ANNEXURE A: RETURNABLE FORMS