

# **Blouberg Municipality**



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Enq: Motsoko MMB

## **PROJECT NO: BM16/20/21**

### **PROJECT NAME: HIRING OF PLANT FOR REGRAVELLING OF CLUSTER B (HLONA TO EUSSORINCA ACCESS ROAD, ELDORADO INTERNAL STREETS, GIDEON INTERNAL STREETS, EDWINDALE TO GLENFERNIS ACCESS ROAD, BURRGERECHT TO THE GRANCH ACCESS ROAD)**

#### **1. ADVERT DETAILS: IMPORTANT –**

- ✓ The bid will be evaluated on functionality (quality) and 80/20 points preference system.
- ✓ Advert will be placed on e-tender, notice board and the Municipal website for a minimum of 14 days.

#### **2. LEGISLATIVE BACKGROUND**

In terms of MFMA section 122. (1) Every municipality and every municipal entity must for each financial year prepare annual financial statements which— (a) fairly presents the state of affairs of the municipality or entity, its performance against its budget, its management of revenue, expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year;

126. (1) The accounting officer of a municipality— (a) must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing;

#### **3. OBJECTIVE / REQUIRED SERVICES**

In line with the above legislative requirement, the Blouberg Local Municipality wishes to acquire the services for hiring of plant to assist with re-gravelling of internal streets and access roads.

This document (specification) serves as a guiding tool towards the specifics of the requirement which is the service of the hiring of plant.

#### **4. RULES FOR BIDDING**

- 4.1 The municipality is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 4.2 The municipality reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the municipality decide not to proceed with the bid.
- 4.3 The municipality also reserves the right to appoint any bidder to undertake any part of the tasks.
- 4.4 The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 4.5 Bidders may ask for clarification on these bid documents or any part thereof up to close of business week before the deadline for the submission of the bids.
- 4.6 The municipality reserves the right to return late bid submission unopened.
- 4.7 Bidders may not contact the municipality on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 4.8 The total bid price will be paid for on a deliverable basis upon submission of a concerted claim.
- 4.9 Bidders must comply with all requirements particularly conditions of work as per sectoral determination.
- 4.10 Bidders must have human capacity and resources to be able to provide the service (plant inclusive of fuel, maintenance thereof and operators of the machines).
- 4.11 Should the contract between the municipality and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.
- 4.12 Shortlisted companies will be subjected to verification as part of evaluation.
- 4.13 Bidders must attach proof of parties involved in the joint venture.
- 4.14 Bidders should not scratch out without initialling next to the amended rates or information, affecting the evaluation of the bid.
- 4.15 The use of correction fluid (i.e. tippex) or any erasable ink, (e.g. Pencil) is prohibited
- 4.16 The Bid document must be properly signed by a party having the authority to do so, according to the example of "Authority or Signatory"

- 4.17 Bidders will be disqualified if Municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality or municipal entity, are in arrears for more than three months
- 4.18 Bidders will be disqualified if any bidders who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after a reasonable written notice was given to that bidder that performance was unsatisfactory or appears on the register / database of defaulters.
- 4.19 The accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
- a. Who is in the service of the state, or;
  - b. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state; or;
  - c. Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?
- 4.20 Bid offers will be rejected if the bidder or any of his/ her directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector and all bids would be subjected to vetting.
- 4.21 Failure by the bidder to disclose with the bid submission any form of conflict of interest including disclosure on a person(s) who is in the service of the state or any immediate blood relative in the service of the state will lead to disqualification.
- 4.22 Bids received by telegram, fax or e-mail will not be considered. Late bids shall neither be accepted nor considered.
- 4.23 Travelling costs and time spent or incurred between home and office of the bidder will not be for the account of the municipality. Bidder's quoted amount must be inclusive of travelling and accommodation costs.
- 4.24 The municipality will enter into an SLA with the appointed Service Provider to clarify expectations and obligations of each party as well as payment terms for work performed.
- 4.25 The service provider shall (be remunerated) claim as per the rates quoted in the tender document.

## 5. SCOPE OF THE RE-GRAVELLING OF ROADS

- 5.1 Excavating and carting away of sand to a designated area (in places where there is too much sand)
- 5.2 Importing of layer works
- 5.3 Preparing and compaction of the roadbed (in preparation for layer-works)
- 5.4 The list of the plant required is as follows:

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Rate per hour (Inclusive of fuel and Operator)</b>	<b>Total, R</b>
1	At least 1 x 20 ton (or Higher) Excavator	01		
2	At least 1 x Grader	01		
3	At least 1 x 12 Ton (or Higher) Self-propelled roller.	01		
4	At least 4 x 10m <sup>3</sup> (or Higher) Tipper Trucks	04		
5	At least 1 x 16 000L (or Higher) Water Tanker	01		
6	At least 1 x Low-bed Truck for transportation of Excavator, Grader and Roller Compactor.	Sum		

## 6. SUPPLY CHAIN MANAGEMENT (SCM) REQUIREMENTS

The tender will be evaluated on the 80/20 preferential point system as prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 as amended.

## 7. INFORMATION SESSION

No briefing session to be held due to Covid-19 regulations and MFMA circular 100-102.

## 8. MANDATORY DOCUMENTS TO BE SUBMITTED FOR EVALUATION PURPOSES.

- 1. Copy of latest 3 months central supplier database CSD registration report detailing all compliance requirements [last verified between the **advert date** and the **closing date**]
- 2. Original or Certified Copy of BBBEE certificate (not more than three months)
- 3. Company Profile
- 4. Certified ID copies of Shareholders
- 5. Original or certified copy of up-to-date statement of municipal rates & taxes and municipal service charges for company and company owners (not more than three months and not in arrears), if renting a lease

agreement. If the bidder is operating where municipal rates are not applicable, a certified copy of residence from the traditional authority must be submitted.

6. Completed MBD forms (MBD 4, MBD 6.1, MBD7.1, MBD7.2 MBD 8 and MBD 9)
7. Each party to joint venture must attach proof of registration on central supplier database (if applicable)
8. Copy of all registered plant must be attached. In case where the plant is going to be leased, the letter of intent to lease must be attached together with the copies of the registrations.
9. Copy of Company Registration (CK)
10. Copy of Tax Pin / Tax Clearance Certificate

**NB: [Failure to submit required documents as stated above will render your bid to be non – responsive with exception of BBBEE which you will not be awarded points]**

## 9. EVALUATION METHODOLOGY

### 9.1 Evaluation of Bid offers

**This bid will be evaluated and adjudicated according to the criteria below:**

- Relevant specification
- Functionality as per tender data
- Compliance to Tender Specification
- MFMA & Supply Chain Management Regulations
- Blouberg Local Municipality Supply Chain Management Policy

### 9.2 Bids will be evaluated in terms of the following two stages:

#### Stage 1: Evaluation on functionality

Under functionality, bidders must achieve a minimum of 75% for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and BBBEE). Bidders that score less than a minimum of 75% will be disqualified.

Plant and Equipment	Weight	Applicable Value System
At least 1 x 20 ton (or Higher) Excavator	5	<ul style="list-style-type: none"> <li>• Excellent= 5</li> <li>• Very Good= 4</li> <li>• Good= 3</li> <li>• Fair= 2</li> <li>• Poor= 1</li> </ul>
At least 1 x Grader	10	
At least 1 x 12 Ton (or Higher) Self-propelled roller.	5	
At least 4 x 10m <sup>3</sup> (or Higher) Tipper Trucks	20	
At least 1 x 16 000L (or Higher) Water Tanker	5	
At least 1 x Low-bed Truck for transportation of Excavator, Grader and Roller Compactor.	5	
<b>TOTAL</b>	<b>50</b>	

This will be assessed against a minimum number of different types of plant and equipment required to successfully complete the project within the stipulated construction as determined by the employer.

Access to plant may be in a form of ownership, hire or leasing agreements, orders e.t.c. A letter of intent from the hiring or leasing companies stating the number and type of plant and equipment on which arrangement has been made will be accepted.

## **Stage 2: Evaluation on Price 80/20 and BBBEE status**

### **2.1 Financial offer and evaluation on price points**

- ✓ Score Bid evaluation points for financial offer.
- ✓ Confirm that Bidders are eligible for the BBBEE claimed, and if so, score Bid evaluation points for BBBEE.
- ✓ Calculate total Bid evaluation points (Price points plus BBBEE points)
- ✓ Rank Bid offers from the highest number of Bid evaluation points to the lowest.
- ✓ The bidder obtaining the highest number of total points will be awarded the contract.
- ✓ Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- ✓ Points scored must be rounded off to the nearest 2 decimal places.
- ✓ In the event that two or more bids have scored equal total points, the successful bids must be the one scoring the highest number of preference points for B-BBEE.
- ✓ However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- ✓ Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **2.2 Price formula**

$$N_p = \frac{80[1 - (P_t - P_{min})]}{P_{min}}$$

- Where:  $N_p$  = the number of bid/tender adjudication points awarded for price.
- $P_t$  = the bid/tender sum (corrected if applicable) of the responsive bid under consideration.
- $P_{min}$  = the bid/tender sum (corrected if applicable) of the lowest responsive tender/bid.

### **2.3 Scoring for BBBEE**

- a. Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate a 80/20 point split for requirements not exceeding R50 000 000.00
- b. Bidders must attach certified copies of BBBEE to claim BBBEE points. Failure to attach the valid BBBEE points shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

c. **B-BBEE Status Level of Contributor Number of points (80/20 system)**

Preferential Elements	20 Points
B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Recommended by: \_\_\_\_\_

BSC-Chairperson  
Sekokotla SO

\_\_\_\_\_

Date

Approved by: \_\_\_\_\_

Municipal Manager  
Machaba MJ

\_\_\_\_\_

Date

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