THULAMELA MUNICIPALITY

INVITATION TO BID

Thulamela Municipality is inviting capable service providers for design and construction of the following electrical projects (turnkey projects).

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Project Description</th>
<th>CIDB grading for the contractor</th>
<th>Compulsory Briefing</th>
<th>Closing Date and Time</th>
<th>Enquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>156/2013/2014</td>
<td>Design and electrification construction of Tshidzini Tshilavulu village</td>
<td>4EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>157/2013/2014</td>
<td>Design and electrification construction of Lwamondo Tshiozwi/Matatani village</td>
<td>3EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>158/2013/2014</td>
<td>Design and electrification construction of Ngudza village</td>
<td>3EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>159/2013/2014</td>
<td>Design and electrification construction of Greenfarm village</td>
<td>3EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>160/2013/2014</td>
<td>Design and electrification construction of Makononi village</td>
<td>3EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>161/2013/2014</td>
<td>Design and electrification construction of Tshabvuma village</td>
<td>4EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>162/2013/2014</td>
<td>Design and electrification construction of Siambe village</td>
<td>4EP or higher</td>
<td>Time: 11H00 Date: 09 May 2014 Venue: Council Chamber</td>
<td>Time: 11H00 Date: 21 May 2014</td>
<td>Chauke H D (015) 962 7622 Phaswana K (015) 962 7676</td>
</tr>
<tr>
<td>Reference</td>
<td>Service</td>
<td>Date and Time</td>
<td>Venue</td>
<td>Reference</td>
<td>Service</td>
</tr>
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</tr>
<tr>
<td>163/2013/2014</td>
<td>Design and electrification construction of Thononda village</td>
<td>09 May 2014, 11H00</td>
<td>Council Chamber</td>
<td>164/2013/2014</td>
<td>Design and electrification construction of Dzingahe village</td>
</tr>
<tr>
<td>163/2013/2014</td>
<td>Design and electrification construction of Thononda village</td>
<td>21 May 2014, 11H00</td>
<td>Council Chamber</td>
<td>164/2013/2014</td>
<td>Design and electrification construction of Dzingahe village</td>
</tr>
</tbody>
</table>

Interested capable service providers will be expected to submit the Bid documents with the following compulsory requirements. Reference shall also be made to the tender document for other compulsory requirements.

- Valid tax clearance certificate issued by SARS.
- Valid proof of registration for Professional Indemnity Insurance.
- Proof of Professional Registration of proposed project leader / manager.
- CVs of the proposed project team, and their office location.
- Similar previously executed projects with contract values and client’s contacts.
- Companies’ and/or Directors’ proof of payment for the Municipal accounts (rates & taxes) in their area of jurisdiction not older than three(3) month and not in arrears for more than 90 days.
- Company registration documents.
- Company Profile.

Bid documents will be available from the 30 April 2014 upon a non-refundable cash payment of R479.00 at office number 02. Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); BBBEE, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 90:10 preferential points system and functionality.

Sealed bid documents must be submitted in an Envelope clearly marked “BID NUMBER AND DESCRIPTION” on the outside and must reach the undersigned by depositing it in the Bid Box in the front of the Main Entrance to the Civic Centre, by no later than the time and date reflected above. All Bids received will be opened in public in the Municipality Boardroom, Civic Centre, Old Agriven Building, Thohoyandou.

NB: Service providers must submit their BBBEE verification certificate from verification agency accredited by South African accreditation system (SANAS) or a registered auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the corporation and BEE Rating certificate.

The Municipality is not bound to accept the lowest or any Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.

ADVOCATE M.H. MATHIVHA
MUNICIPAL MANAGER
TO: MUNICIPAL MANAGER

FROM: BID SPECIFICATION COMMITTEE

APPROVAL OF SPECIFICATION: BID NUMBER 156 - 164 /2013/2014 –REQUEST TURNKEY ELECTRIFICATION PROJECTS

Please find herewith attached Bid No. 156 - 164/2013/2014 –REQUEST TURNKEY ELECTRIFICATION PROJECTS for your approval.

1. The specification committee has in its meeting held on the 10April 2014 checked and recommended the specification and Bid Advert for the above bid for your approval.

2. We hope you will find the above in order

_____________________
CHAIRPERSON

(SPECIFICATION COMMITTEE)  Date:_______________

___________________________________
SENIOR MANAGER: HOUSING AND ELECTRICITY  DATE:________________________
THULAMELA MUNICIPALITY

TURNKEY ELECTRIFICATION PROJECTS
PROJECT MANAGEMENT, ELECTRIFICATION DESIGN
AND IMPLEMENTATION OF THE PROJECTS

DESIGN & PROJECT MANAGEMENT AND IMPLEMENTATION.
1. **BACKGROUND**

In pursuance to the dictates of the Municipal Finance Management Act and other parallel pieces of legislation, Thulamela Municipality intends to appoint service providers to render design, Project management and implementation of Electrification Projects. The appointment will be done in terms of the Engineering Council of South Africa (ECSA) Guideline Scope of Services for Persons Registered in terms of the Government Gazette. The appointed service providers will be required to design, compile tender documents and Scoping Report; they will also be required to compile technical reports for submission and approval to Technical Evaluation Committee (Eskom) as the requirements.

2. **OUTLINE**

These terms of reference set down the minimum scope of work for which the service providers are responsible. They define key accountabilities and what the service provider is responsible for delivering.

3. **CONDITIONS OF APPOINTMENT**

Compliance with and performance in terms of these terms of reference is a specific condition of the existing appointment of the service provider. The contractor should be appointed in terms of CIDB requirements.

4. **REQUIRED BIDDER PROFILE**
Interested parties should indicate in their proposals their expertise and their capacity to undertake this assignment together with an indicative project plan, identification with the number of units to be electrified and advise the municipality. Experience in working with local authorities and Eskom will also be considered.

A solid partnership with a black economic empowerment (BEE) company, preferably based in the Limpopo Province, is another major consideration for transfer of skills during the execution of this project. If it is a BEE, it must demonstrate to the Municipality their internal capacity (own resources and not subcontracted) to deliver on the project.

The interested parties should also be intimately familiar with the policy and strategy publications of the Government of the Republic of South Africa, the Limpopo Provincial Government, and with the initiatives taking place in various government fronts at national, provincial and local spheres. Prospective service providers must show a proven knowledge of services provision and project management principles and methodologies.

5. **COMPLIANCE WITH THE PROGRAMME MANAGEMENT SYSTEM**

The service provider is required to adhere to the guideline procedures set down in the ECSA manual of consultants with respect to the programme. If during the course of this appointment, the manual of consultants is revised the service provider is required to give immediate effect to all revisions made to the manual of consultants in the execution of work.

6. **STAKEHOLDER CONSULTATION**
It is imperative that the proposal should provide for the full integration of stakeholders to ensure buy-in to the proposal process and commitment to the proposals. The Professional Service Provider (PSP) must proactively identify key stakeholders and engage with them in accordance with an appropriate communications and consultation plan.

7. TERMS OF REFERENCE

The specific terms of reference when appointed are as follows:

- Project scoping informed by community needs for the following villages:
  - Tshidzini Tshilavulu
  - Lwamondo Tshiozwi/ Matatani
  - Ngudza
  - Greenfarm
  - Makononi
  - Tshabvuma
  - Siambe
  - Thononda
  - Dzingahe

- Compilation of technical & design reports.
- Compilation of tender documents...
- Advising the client correctly of construction costs.
- Project to be approved by Eskom
- Incorporation of Occupational Health and Safety in the tender documents and ensuring that contractors follow those guidelines (Safety file to be forwarded to the Municipality before the handing over.)
- Project management including convening site meetings and the supporting documents need to be forwarded to the Municipality.
• Being accountable for all quality issues of the project.
• Registering projects on the EPWP and failure to do so the Municipality may have the right not to pay the service provider concern.
• Ensuring that projects are implemented Labor Intensive Methods.
• Ensuring the contractors meet the CIDB requirements.
• Project implementation and handing over to Eskom.

8. REPORTING STRUCTURE
Technical inquiries should be directed to Dzivhani MR on 015 962 7556.

9. CONTRACT SIGNING
Thulamela Municipality shall enter into a legally binding contract with the successful bidder.

10. PROPOSAL
Tender box is situated at Thulamela Municipality Reception. (Note: ALL Proposals/ tenders are to be hand-delivered). Short-listed bidders may be requested to make presentations at Thulamela offices situated in Thohoyandou, at a suitable date to be announced. If this is not deemed necessary, contract negotiations will be proceeded with the recommended service provider.

11. KEY PROPOSAL DELIVERABLES
The proposals should address but not limited to the above-mentioned deliverables in detail. There is no prescribed format for writing project proposal; however the proposals should include the following:

1. Introduction.
2. Background.
3. Approach.
5. Proposed project execution plan.
6. Company structure complete with equity allocation per individual. (Submission of names only without the equity allocation will be deemed non submission and therefore no points will be allocated).
7. List of previous projects with projects approval letters from Eskom for the previous projects completed with telephone, cell phone and physical address details of the contactable referees.
8. Resources (human, engineering software & instruments)
9. Proposed project communication plan.

12. PROJECT DURATION
The project shall run for an initial period of 3 months

FUNCTIONALITY

TECHNICAL REQUIREMENTS
In addition of the basic requirements as spelt out in the tender advert, the points for technical requirements and value of proposal (functionality) will include, but not limited to the following:

- Experience of the submitting company/firm
- Expertise of the submitting firm.
- Methodology/ proposal
- Past performance and functionality
- Black economic empowerment status
- Experience in related projects.
- Qualification

EVALUATION CRITERIA
1. Combined Technical Score

The consultant's technical score will be calculated as follows:

<table>
<thead>
<tr>
<th>POINTS ALLOCATION</th>
<th>Experience of the company as reflected on the certificate of incorporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in</td>
<td>Points</td>
</tr>
</tbody>
</table>

## Project Execution Plan Proposed Methodology

<table>
<thead>
<tr>
<th>Incomprehensible</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>5</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>10</td>
</tr>
</tbody>
</table>

## Attached Electrical Engineering Qualifications/Analytical Skills with ECSA Registration

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>0</td>
</tr>
<tr>
<td>Diploma</td>
<td>10</td>
</tr>
<tr>
<td>Degree</td>
<td>15</td>
</tr>
</tbody>
</table>

## ELECTRICITY EXPERIENCE

<p>| No Experience in similar projects | 0  |</p>
<table>
<thead>
<tr>
<th>Experience in at least 3 similar projects</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in at least 6 similar projects</td>
<td>40</td>
</tr>
<tr>
<td>Experience in at least 9 similar or more similar projects</td>
<td>55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equity Preference</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBBEE</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Maximum</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>