



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	02/2023/2024	CLOSING DATE:	19 SEPTEMBER 2023	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A PANEL SERVICE PROVIDER FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THREE (3) YEARS IN THULAMELA MUNICIPALITY FROM 2023/2024 TO 2025/2026 FINANCIAL YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS

OLD AGRIVEN BUILDING

THOHOYANDOU

0950

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCE	CONTACT PERSON	MR GANGASHE A
CONTACT PERSON	MR MUDZILI T.P	TELEPHONE NUMBER	015 962 7625
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 7629
FACSIMILE NUMBER	015 962 7625	MudziliTP@thulamela.gov.za	GangasheA@thulamela.gov.za



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



THULAMELA MUNICIPALITY

INVITATION TO BID

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THREE (3) YEARS IN THULAMELA MUNICIPALITY FROM 2023/2024 TO 2025/2026 FINANCIAL YEARS

Thulamela Municipality is inviting interested consulting companies, for rendering professional engineering design services of the following projects.

ITEM NO.	BID NUMBER	PROJECT AREA	NON-REFUNDABLE BID PRICE	EVALUATION CRITERIA
1	02/2023/2024	Appointment of a panel of service providers for the provision of professional civil engineering services for three (3) years in Thulamela Municipality from 2023/2024 to 2025/2026 financial years	R3.00 per page or can be downloaded from Thulamela website (www.thulamela.gov.za) for free	80/20 Preferential points system and functionality

The successful company/companies will be expected to provide technical expertise in terms of planning & design, tendering, monitoring the project implementation, etc.

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a **Non-refundable bid price of R3.00 per page** as from **17 August 2023** or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The tenderer(s) should also download SCM forms that are found in the **SCM-FORMS sub folder** on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid

BID No. 02/2023/2024: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THREE (3) YEARS IN THULAMELA MUNICIPALITY FROM 2023/2024 TO 2025/2026 FINANCIAL YEARS

documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Fifteen (15) service providers of highest score will be appointed in the panel for the provision of professional civil engineering services for three (3) years in Thulamela Municipality.

Interested service providers must attend a compulsory briefing session on 31 August 2023 at 10h00. Venue: Thulamela local Municipality Head Office Council Chamber.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g., CK).
- ❖ Proof of registration with ECSA of proposed project engineer.
- ❖ Proof of valid professional indemnity insurance.
- ❖ Proof of registration on CSD
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid. Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- ❖ List of similar projects completed in the last 10 years by the consulting firm with description, client's contact details and contract values (Attach signed appointment letters and recommendation letters on client's letterhead)
- ❖ Company profile and CVs of the proposed project team.

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80:20 preferential points system and functionality.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5

3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Functionality will be scored out of 100% and bidders who score less than 70% will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Qualifications	20
Key personnel similar experience	40
Methodology	20
Firm's similar experience	15
Skills transfer	05
TOTAL	100

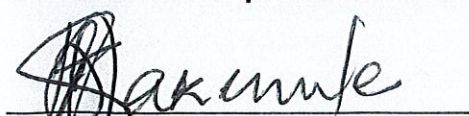
Sealed bid documents must be submitted in envelopes clearly indicating **"BID NUMBER AND DESCRIPTION"** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to **Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou**, by no later than **11h00 on 19 September 2023**.

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 the closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

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.

Technical enquiries can be directed to Ms. Gangashe A. at 015 962 7625/7626 and administrative queries can be directed to Mr. Mudzili T.P. at 015 962 7500/7629.


MAKUMULE M.T.
MUNICIPAL MANAGER

15. 08. 2023
DATE

a. Functional Requirements

BID No. 02/2023/2024: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF PROFESSIONAL CIVIL ENGINEERING SERVICES FOR THREE (3) YEARS IN THULAMELA MUNICIPALITY FROM 2023/2024 TO 2025/2026 FINANCIAL YEARS

Similar Experience of the firm related to the assignment in the last 10 years, submit appointment letters and references letters (Outline scope of work on reference or appointment letters for scoring purposes). Contactable references with project name must be attached.	*Completed at least two (2) roads and storm water projects as lead consultant.....10.....Points. *Completed at least two traffic engineering projects as lead or non-lead consultant.....5....points	10	
Transfer of Knowledge to departmental technical staff. The consultant must provide a detailed skills transfer programme with clear realistic deliverables and milestones	Maximum 5 Points	5	
TOTALS (MAX = 100)			

Functionality will be scored out of 100% and bidders who score less than 70% will not be considered for further evaluation.

The following is a statement of similar work executed by the company/ies in the last ten (10) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed