



MBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	61/2023/2024	CLOSING DATE:	12 JUNE 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT AND IMPLEMENTATION OF THE BUSINESS CONTINUITY PLAN (BCP) FOR A PERIOD OF THREE (3) 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 DAVHANA LG	
CONTACT PERSON	MUDZILI TP		TELEPHONE NUMBER	015 962 7731	
TELEPHONE NUMBER	015 962 7629		FACSIMILE NUMBER	015 962 4020	
FACSIMILE NUMBER	015 962 4020		E-MAIL ADDRESS		
E-MAIL ADDRESS	mudzili@thulamela.gov.za				



MBD1

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

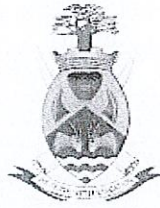
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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 LOCAL MUNICIPALITY

INVITATION TO BID

PROFESSIONAL SERVICE PROVIDER THE DEVELOPMENT AND IMPLEMENTATION OF THE BUSINESS CONTINUITY PLAN (BCP) FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective professional and experienced service providers for the provision of the following service:

Bid number	Project description	Non-refundable bid price	Contact Person	Evaluation criteria
No.: 61/2023/2024	Professional service provider the development and implementation of the business continuity plan (BCP) for a period of three (3) years	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Davhana L.G. (015 962 7731) and/or Mr Mudzili T.P. (015 962 7629)	80/20 Preference points system and functionality

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 **09 May 2024** 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 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.

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 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.**
- ❖ **All members proof of registration with professional bodies (e.g. SAICA, IRMSA, ICITP, ITA, IITPSA, and ECSA). *The key personnel should be in possession of professional board registration, and these are ITC, Engineering, Accounting, Risk personnels. Please NOTE that these are compulsory requirements to be attached***
- ❖ **Company profile.**
- ❖ **List of similar projects completed by the service provider in the last 10 years with clients contact details, description, and contract values (Attached signed appointment letters and/or official purchase orders).**

Tenderers should note the following: Functionality will be scored out of **100%** and the minimum threshold to qualify is **70%**. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Understanding of the specifications and the work that needs to be done	15
Response to the scope of work- (Implementation plan, systematic approach, and methodology with time frames)	25
Experience of Key Staff (Project team) in the related areas of specialisation (CV and Organogram to be attached)	20
Work Experience and Qualification of the Company Director	10
Similar Experience of the firm related to the assignment in the public sector in the last 10 years	20

Company proven track record in obtaining unqualified audit opinion within public sector	10
TOTAL	100

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 **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

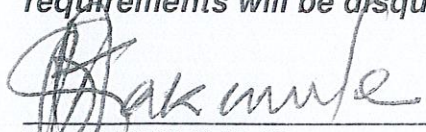
Sealed bid documents must be submitted in envelopes clearly indicating **“BID NUMBER AND DESCRIPTION”** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to the Civic Centre, by no later than **11H00 on, 12 June 2024**.

Administrative queries can be directed to Mr. Mudzili T.P. at 015 962 7629 and technical queries can be directed to Mr. Davhana L.G. at 015 962 7731 during office hours.

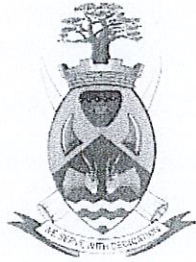
The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

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

NB: 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.


MAKUMULE M. T.
MUNICIPAL MANAGER

08.05.2024
DATE



TERMS OF REFERENCE (TOR)

DESCRIPTION: SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE BUSINESS CONTINUITY PLAN (BCP).

TERMS OF REFERENCE (TOR)

The municipality request prospective bidders to submit proposals on the above mentioned which could be regarded as deliverables and the cost of executing the assignment.

BACKGROUND

The BCP intends to coordinate recovery of critical business functions in managing and supporting the business recovery in the event of disruption or disaster occurring in the main Thulamela business facilities.

OBJECTIVE

The Thulamela Local Municipality requires, from time to time, external assistance to complement its current capacity to fulfil its obligations in terms of the Municipal Finance Management Act No. 56 of 2003 and related approved policies.

The objective of this TOR is to outline the scope of work for the development and implementation of the Business Continuity Plan (BCP).

The BCP intends to cover and plan for short or long-term disasters or other disruptions that may be caused by incidences such fire, floods, earthquakes, explosions, terrorism, tornadoes,

extended power interruptions, hazardous chemical spills, and other natural or man-made disasters. The successful service provider will report to the Municipal Manager.

SCOPE OF WORK

The following categories of services have been identified as the Scope of Work to be performed during the 3 financial years (3 years contract effective from the date of signing contract with the municipality).

These are considered the main areas of focus and are not intended to be exhaustive, as the mandate is quite broad and there may be other areas that may need to be attended to under this project.

Bidders need to demonstrate, via their proposals and previous experience, their capabilities in undertaking project in the following categories of services and completing them satisfactorily:

The following are the services required to be rendered by the service provider:

- a. Conducting of a thorough Business Impact Analysis (BIA) and compilation of a comprehensive BIA report; which includes amongst others, identifying mission critical business processes, critical systems, resources required, impact of disruption, critical service providers and recovery time objectives.
- b. Development of Business Continuity Plan for Thulamela Municipality which amongst other things includes:
 - Business Continuity Strategy which describes the strategy that the Thulamela Municipality will adopt in order to maintain business continuity in the event of a business disruption: Key risks and minimisation measures;
 - Roles and responsibilities: recovery teams which lists the recovery team functions, those individuals who are assigned specific responsibilities, and procedures on how each of the team members is to be notified (emergency management team, disaster recovery team, IT technical services);
 - Emergency recovery processes (emergency evacuation procedures, business continuity plan, communication priorities and processes);
 - Business recovery processes.
 - Team procedures that determines what activities and tasks are to be taken, in what order, and by whom in order to effect the recovery;
 - Appendices such as Employees telephone list, Recovery priorities for critical business functions, Alternative site recover resource requirements etc.

- c. Review of the existing Disaster Recovery Plan, evacuation plan and other associated plans and policies to ensure harmonisation.
- d. Testing of the Business Continuity Plan
- e. BCP implementation plan
- f. Knowledge transfer, training, and awareness sessions on the approved BCP

FUNTIONALLITY EVALUATION

Functionality minimum score requirement is 70%. Bidders who fail to obtain the minimum score will not be evaluated further.

The contract will be awarded to the bid proposal that scored the highest total number of points.		
Evaluation criteria that will be used to evaluate functionality.		
Evaluation criteria	Sub evaluation criteria	Points allocation for sub-evaluation criteria
1. Understanding of the specifications and the work that needs to be done	Bidder demonstrates an extensive understanding of the specifications and the work that needs to be done	15
	Bidder demonstrates a reasonable understanding of the specifications and the work that needs to be done	10
	Bidder demonstrates limited understanding	5

	of the specifications and the work that needs to be done	
2. Response to the scope of work- (Implementation plan (systematic approach and methodology with time frames)	Implementation plan (systematic approach and methodology) provided is fully completed and displays detailed costing, skills transfer plan and training and clear timeframes.	25
	Implementation plan provided is completed and contains some costing, skills transfer plan and training and clear timeframes.	10
	Implementation plan provided is incomplete and lacks detailed costing, skills transfer plan and training and clear timeframes.	05
3. Experience of Key Staff (<u>Project leader</u>) in the related area(s) of specialisation (CV and Organogram to be attached. Experience, Qualification and professional board registration. (The key personnel should be in possession of professional board registration, and these are ITC, Engineering, Accounting, Risk personnels. Please NOTE that these are compulsory requirements to be attached to this document and any other field of speciality which the service provider is requested to do on this tender will require to outsource professional registered personnel in that field as and when required.)	<i>Comprehensive document with all the elements listed below and attachments will score full points under this section</i> <i>Moderate document is <u>one with at least 1 of the elements or attachment not incorporated or attached.</u></i> <i>Poor document is <u>one with at least 2 or more of the elements or attachments not incorporated or attached.</u></i>	20 10 5

	• General Experience (total duration of professional activity: 3 years and above of professional activities) • Proof of registration with professional bodies (e.g. SAICA, IRMSA, ICITP, ITA, IITPSA, and ECSA). • The project team's knowledge of issues which the Bidder considers pertinent to the rendering of services.	
4. Work Experience and Qualification of the <u>Company Director</u> (with proper local government experience). Attached CV and Certified copies of Qualifications and Professional Qualifications and Testimonial:	• 1 – 4 years' work experience • 5 – 8 years' work experience • 9 – 12 years' work experience	3 5 10
5. Similar Experience of the firm related to the assignment in the public sector in the last 10 years, submit signed appointment letters and references letters on the client's letters head (Outline scope of work on reference or appointment letters for scoring purposes). Contactable references with project name must be included.	• Execution of 5 or more similar projects • Execution of 2-4 similar projects • Execution of 1 similar project.	20 10 5

6. Company proven track record in obtaining unqualified audit opinion within public sector (Attach appointment letters, reference letters and signed audit reports of clients)	• 0 Unqualified audit opinion	0
	• 3 Unqualified audit opinion	5
	• 5 Unqualified audit opinion	10
Total	100	

Functionality minimum score requirement is 70%. Bidders who fail to obtain the minimum score will not be evaluated further.

LIST OF RETURNABLE DOCUMENTS

1. Tax Compliance Status Letter or Tax Compliance Pin Number.
2. Company registration documents (e.g., CK).
3. Proof of registration on CSD.
4. 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.
5. All members proof of registration with professional bodies (e.g. SAICA, IRMSA, ICITP, ITA, IITPSA, and ECSA). The key personnel should be in possession of professional board registration, and these are ITC, Engineering, Accounting, Risk personnels. Please NOTE that these are compulsory requirements to be attached
6. Company profile.
7. List of similar projects completed by the service provider in the last 10 years with clients contact details, description, and contract values (Attached signed appointment letters and/or official purchase orders).

NB: Certification on the documents should not be older than Six (6) months. Bidders will be disqualified for failure to submit any of the returnable documents listed above.

PRICING SCHEDULE

The prospective bidders must submit pricing in forms of Rates/ Hours as per the table below:

RESOURCE	RATE/HOUR Year 1 RANDS	RATE/HOUR Year 2 RANDS	RATE/HOUR Year 3 RANDS	TOTAL FOR PERIOD OF 3 YEARS RANDS
Director/ Partner				
Manager				
Engineer, Pr. Eng				
Supervisor				
Senior Accountant				
Accountant				
ITC Specialist				
Risk Specialist				
SUB TOTAL RATES				
VAT @ 15%				
GRAND TOTAL				
TOTAL RATES PER HOUR FOR A PERIOD OF THREE (3) YEARS (VAT INCL.)				

The manager, Supervisor or the accountant can be any of the specialist in the compulsory requirements.

The total rates/ hour above should be all inclusive of (VAT, Disbursements, Travel and Accommodations)

The municipality retains the right to negotiate the competitive rates with the successfully bidder with the budget consideration considered. The professional rates for year 2 and year 3 must not be more than the official CPI index.

The following is a statement of similar work executed by the company/ies in the last five (5) years:

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