



## GREATER LETABA MUNICIPALITY

### PANEL OF CIVIL ENGINEERING SERVICES FOR A PERIOD OF 03 YEARS (X30)

#### TECHNICAL PROPOSAL

CONTRACT No. **GLM25/2019**

<b>Greater Letaba Municipality</b> Finance Department: Contact: Kgatla P SCM Manager Tel: (015) 309 9246 Fax: (015) 309 9419 Email: Portiak@glm.gov.za	<b>Greater Letaba Municipality</b> Technical Services Department: Contact: Malungana M.E Technical Director Tel: (015) 309 9246 Fax: (015) 309 9419 Email: <a href="mailto:matimbam@glm.gov.za">matimbam@glm.gov.za</a>
<b>Name of Tenderer</b> .....	
.....	
<b>Tendered Amount (Figure):</b> .....	
<b>Tendered Amount (Words):</b> .....	
.....	



**EXPANDED PUBLIC WORKS PROGRAMME**

# GREATER LETABA MUNICIPALITY

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## **T1: BIDDING PROCEDURES**

### **T1.1: BID NOTICE AND INVITATION TO BID**



#### **GREATER LETABA MUNICIPALITY**

**CONTRACT No. GLM25/2019**

**PROCUREMENT FOR PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR PLANNING, DESIGNS, CONSTRUCTION SUPERVISION UNTIL COMMISSIONING OF CIVIL ENGINEERING SERVICES FOR A PERIOD OF THREE (03) YEARS.**

Notice is hereby given to experienced Professional Service Providers in Civil Engineering works for the **PROCURING PANEL OF ENGINEERS FOR PLANNING, DESIGNS, CONSTRUCTION SUPERVISION UNTIL COMMISSIONING CIVIL ENGINEERING SERVICES FOR A PERIOD OF 03 YEARS.**

Tender documents are obtainable from Greater Letaba Municipality, Greater Letaba Civic Centre, 44 Botha Street, Modjadjiskloof, Telephone (015) 309 9246, upon cash payment of **R 825.00**.

Tender documents are obtainable from **9<sup>th</sup> October 2019** during the following times: **07:30 to 15:00** (Monday to Friday). Technical enquiries related to the aforesaid may be directed to Mr M.E Malungana (Director Technical Services) of Greater Letaba Municipality, Tel: (015) 309 9246

All tenders and supporting documents must be sealed in an envelop clearly marked “TENDER NO **GLM25/2019** **PROCUREMENT FOR PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR PLANNING, DESIGNS, CONSTRUCTION SUPERVISION UNTIL COMMISSIONING OF CIVIL ENGINEERING SERVICES PROJECT**” and must be placed in the tender box situated in the entrance foyer of the GREATER LETABA MUNICIPALITY OFFICE, 44 Botha Street, Modjadjiskloof, 0835 not later than 12H00 on the **22<sup>nd</sup> October 2019**, where tenders shall be open in public. Telegraphic, facsimile, and late tenders will not be accepted.

**THE MUNICIPAL MANAGER**

**DR SIROVHA K.I**

# GREATER LETABA MUNICIPALITY

## RESPONSIVENESS AND EVALUATION CRITERIA

### 1. RESPONSIVENESS CRITERIA

**The Greater Letaba Municipality will consider no Tender unless it meets the following responsiveness criteria and other conditions as stated in the tender technical proposal:**

- The Tender must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which the bid is submitted.
- The Tender must be deposited into the relevant bid box as indicated on the notice of the Tender on or before the closing date and time of the Tender
- An original Valid Tax Clearance Certificate must be submitted with the bid on or before the closing time and date of the Tender.
- Tender forms must be completed in full and each page of the Tender initialed.
- Copy of the company registration certificate must be submitted with the bid on or before the closing time and date of the bid.
- Submission of CSD (Central Supplier Database) detailed Report
- Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.
- Original or certified copy of B-BBEE Level Contribution Certificate.
- Recent proof (not older than 3 months) of payment for municipal rates and taxes or municipal services charges owed by the bidder or any of its directors to the municipality which are not in arrears for more than 3 months in line with regulation 38 of Municipal Supply Chain Management Regulation/recent and original proof of residence from traditional authority or Induna in case where business is located in a non-ratable area or valid lease agreement between the lessor and lessee (bidder)
- Complies with the requirements of the bid and technical specifications.

### 2. EVALUATION OF TENDERS

- a) All Tenders received shall be evaluated in terms of the Supply Chain Management Regulations, Greater Letaba Municipality Supply Chain Management Policy as amended, the Preferential Procurement Policy Framework Act and other applicable legislations.
- b) The Council reserves the right to accept all, some, or none of the Tenders submitted – either wholly or in part – and it is not obliged to accept the lowest Tender.

**By submitting this Tender, Tenderer authorizes the Council or its delegate(s) to carry out any investigation deemed necessary to verify the correctness of the statements and documents submitted and that such documents reasonably reflect the ability of the Tenderer to provide the goods and services required by the Council.**

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## T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement. See [www.cidb.org.za](http://www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The additional conditions of tender are:

Tender offers will only be accepted if the tendered is free of any common ownership interest with the successful tendered for the Greater Letaba Municipality Contract Number **GLM25/2019**. The service is for the required professional services rendered for Procuring Panel of Professional Service Providers for Civil Engineering Service for the period of 03 years.

Clause number	Tender Data
F.1.1	The employer is the <b>GREATER LETABA MUNICIPALITY</b>
F.1.2	The tender documents issued by the employer comprise: T1.1 Tender notice and invitation to tender T1.2 Tender data T2.1 List of returnable documents T2.2 Returnable schedules  <b>Part 1: Agreements and contract data</b> C1.1 Form of offer and acceptance C1.2 Contract data  <b>Part 2: Pricing data</b> C2.1 Pricing instructions C2.2 Activity schedules / Bills of Quantities  <b>Part 3: Scope of work</b> C3 Scope of work

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# GREATER LETABA MUNICIPALITY

F.1.4 The employer is The Municipal Manager

Tel: (015) 309 9246

Fax: (015) 309 9419

F.2.1 Only those tenderers who satisfy the following are eligible to submit tenders.

1: Have professional indemnity cover in an amount of not less than twice the total fee tendered.

2. Have in their registered company a member/shareholder/ with a:

- i) Professional registration certificate as a professional engineer or professional engineering technologists (ECSA)
- ii) Worked for not less than 3 years after obtaining the entry academic qualifications for their respective registration process.

F.2.7 The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.

F.2.12 If tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably enables the Employer's objectives for the services as stated in the Scope of Work to be achieved.

F.2.13.3 Parts of each tender offer communicated on paper shall be submitted as original copy.

F.2.13.5 The employer's address for delivery of tender offers and identification details to be shown on each  
F2.15.1 tender offer package are:

**CIVIC CENTRE (TENDER BOX)  
44 BOTHA STREET  
MODJADJISKLOOF**

F.2.13 A one-envelope procedure will be followed.

F.2.15 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.

F.2.15 Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

F.2.16 The tender offer validity period is 90 working days.

F.2.23 The tendered is required to submit with his\ her tender an **original valid** Tax Clearance Certificate issued by the South African Revenue Services, as part of the eligibility criteria

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F.3.11.3 Quality shall be scored independently by not less than three evaluators in accordance with the following schedules:

**F.3.11.3.1 The points are allocated as follows:**

**Functionality – A bidder must obtain a minimum of 70 points under functionality to qualify for consideration.**

Responsive bids will be evaluated using a point system which awards on the basis set out in the table below:

	<b>TENDER EVALUATION CRITERIA FOR QUALITY</b>	<b>WEIGHTING</b>
Profile of key staff  Attach Qualification; Organogramme and PR registration of own staff	<p><b>QUALIFICATIONS OF KEY PERSONNEL</b></p> <p><b>Project Director/Engineer</b> BSC/ B.Tech(Pr Eng.): 15 Points BSC/ B.Tech (Pr Tech ): 10 Points</p> <p><b>Project Manager/Resident Engineer</b> BSC/B.Tech (Pr Eng / Pr Technologist.): 10 Points BSC/B.Tech (Pr Tech): 5 Points B.Tech/N.Dip (Pr Techni) : 3 Points</p> <p><b>Assistant Project Manager</b> BSC/B.Tech/N.Dip (Prof Reg.) : 10 Points BSC/B.Tech/N.Dip (Candidate): 5 Points BSC/B.Tech/N.Dip: 3 points</p> <p><b>EPWP</b> NQF level 7 accreditation: 5 points NQF level 5 accreditation: 3 points</p>	<p><b>(40)</b></p> <p>Max 15</p> <p>Max 10</p> <p>Max 10</p> <p>Max 5</p>
<b>Previous experience of the company in the relevant stream of specialization</b>	<p><b>PREVIOUS EXPERIENCE</b></p> <p>Relevant experience in 4 similar projects in the past 10 years (all consultancy services commenced or completed to an organ of state in the last five years)</p> <p>R 2 000 001 – R 4 000 000</p>	<p><b>(40)</b></p> <p>4</p> <p>6</p>



Relevant experience in similar projects for Company <b>(Attach appointment letter and a reference letter from the previous clients on the company letterhead)</b>	R 4 000 001 – R 10 000 000	8
	R 10 000 001 – R 20 000 000	9
	R 20 000 001 – R 40 000 000	10
	R 40 000 001 and above	
Attached certified copy of the insurance	<b>PROFESSIONAL INDEMNITY INSURANCE</b>	<b>(10)</b>
	R 200 000 – R 500 000	
	R 500 001 – R 1 000 000	2
	R 1 000 001 – R 3 000 000	4
	R 3 000 001 – R 5 000 000	6
	R 5 000 000 and above	8
		10
	<b>QUALITY ASSURANCE</b>	<b>(10)</b>
	Quality Assurance Manual (in line with ISO 9001)	10
	<b>TOTAL</b>	<b>100</b>

**Note:** A bidder/s that scores less than **70** points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified

Should the relevant bidder/s meet the minimum required percentage or minimum points, they will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2017 and its associated Regulations issued by the National Treasury.

F 3.13.2 Tender offers will only be accepted if:

1. The tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services;
2. The tenderer or any of its directors is not listed on the Register of Tender 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;
3. The tenderer has not:
  - abused the Employer's Supply Chain Management System; or
  - failed to perform on any previous contract and has been given a written notice to this effect;
4. The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process; and
5. The tenderer has completed the Record of Consultancy Services provided to Organs of State

The number of paper copies of the signed contract to be provided by the employer is one.

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## Annexure: Standard Conditions of Tender

*(As contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement)*

### F.1 General

#### F.1.1 Actions

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timorously and with integrity, and behave equitably, honestly and transparently.

#### F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

#### F.1.3 Interpretation

**F.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**F.1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**F.1.3.3** For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **Comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) **Fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- d) **Quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

#### F.1.4 Communication

Each communication between the employer and a tenderer shall be through Finance Department and Technical Services Department, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's details are indicated on the document cover

#### F.1.5 The employer's right to accept or reject any tender offer

**F.1.5.1** The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

**F.1.5.2** The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

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## **F.2 Tenderer's obligations**

### **F.2.1 Eligibility**

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

### **F.2.2 Cost of tendering**

Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

### **F.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **F.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **F.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

### **F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### **F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

### **F.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

### **F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

### **F.2.10 Pricing the tender offer**

**F.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

**F2.10.2** Show VAT payable by the employer separately as an addition to the tendered total of the prices.

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**F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**F.2.10.4** State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies

## **F.2.11 Alterations to documents**

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

## **F.2.12 Alternative tender offers**

**F.2.12.1** Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

**F.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

## **F.2.13 submitting a tender offer**

**F.2.13.1** Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

**F.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.

**F.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer

**F.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

**F.2.13.5** Seal the original document of the tender offer marking the packages as "ORIGINAL". The tender package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.7** Seal the original tender offer together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.



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**F.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

## **F.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

## **F.2.15 Closing time**

**F.2.15.1** Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall **not** accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.

**F.2.15.2** Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

## **F.2.16 Tender offer validity**

**F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

**F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

## **F.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total of the prices stated by the tenderer shall be binding upon the tenderer.

**Note:** Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

## **F.2.18 Provide other material**

**F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

**F.2.18.2** **Dispose** of samples of materials provided for evaluation by the employer, where required.

## **F.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

## **F.2.20 Submit securities, bonds, policies, etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

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## **F.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

## **F.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

## **F.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

## **F.3 The employer's undertakings**

### **F.3.1 Respond to clarification**

Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

### **F.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

### **F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

### **F.3.4 Opening of tender submissions**

**F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

**F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

### **F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

**F.3.5.2** Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for

quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.



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## **F.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

## **F.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

## **F.3.8 Test for responsiveness**

**F.3.8.1** Determine, on opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**F.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## **F.3.9 Arithmetical errors**

**F.3.9.1** Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices

**F.3.9.2** Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

## **F.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

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## F.3.11 Evaluation of tender offers

### F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data and described below:

Method 1: Financial offer	<ol style="list-style-type: none"> <li>1) Rank tender offers from the most favorable to the least favorable comparative offer.</li> <li>2) Recommend highest ranked tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.</li> </ol>
Method 2: Financial offer and preferences	<ol style="list-style-type: none"> <li>1) Score tender evaluation points for financial offer.</li> <li>2) Confirm that tenderers are eligible for the preferences claimed and if so, score tender evaluation points for preferencing.</li> <li>3) Calculate total tender evaluation points.</li> <li>4) Rank tender offers from the highest number of tender evaluation points to the lowest.</li> <li>5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</li> </ol>

Method 3: Financial offer and quality	<ol style="list-style-type: none"> <li>1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data.</li> <li>2) Score tender evaluation points for financial offer.</li> <li>3) Calculate total tender evaluation points.</li> <li>4) Rank tender offers from the highest number of tender evaluation points to the lowest.</li> <li>5) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</li> </ol>
--	--

Method 4: Financial offer, quality and preferences	<ol style="list-style-type: none"> <li>1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender data.</li> <li>2) Score tender evaluation points for financial offer.</li> <li>3) Confirm that tenderers are eligible for the preferences claimed, and if so, score tender evaluation points for preferencing.</li> <li>4) Calculate total tender evaluation points.</li> <li>5) Rank tender offers from the highest number of tender evaluation points to the lowest.</li> <li>6) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.</li> </ol>
---	---

Score financial offers, preferences and quality, as relevant, to two decimal places.

### F.3.11.2 Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$N_{FO} = W_1 \times A$  where:

$N_{FO}$  = the number of tender evaluation points awarded for the financial offer.

$W_1$  = the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

$A$  = a number calculated using either formulas 1 or 2 below as stated in the Tender Data.

## GREATER LETABA MUNICIPALITY

Formula	Comparison aimed at achieving	Option 1	Option 2
1	Highest price or discount	$A = (1 + \frac{(P - P_m)}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{(P - P_m)}{P_m})$	$A = P_m / P$

Where:

$P_m$  = the comparative offer of the most favorable tender offer.  
 $P$  = the comparative offer of tender offer under consideration.

### F.3.11.3 scoring quality (functionality)

Score quality in each of the categories in accordance with the Tender Data and calculate total score for quality.

### F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

### F.3.13 Acceptance of tender offer

**F.3.13.1** Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

**F.3.13.2** Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

### F.3.14 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the employer's notice of acceptance, notify other tenderers that their tender offers have not been accepted.

### F.3.15. Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the employer and the successful tenderer, and
- d) the schedule of deviations attached to the form of offer and acceptance, if any.

### F.3.16 Issue final contract

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance as soon as possible after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

### F.3.17 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**F.3.18 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance, if any.

## **GREATER LETABA MUNICIPALITY**

### **T2.1 List of Returnable Documents**

The tenderer must complete the following returnable documents:

#### **1 Returnable Schedules required only for tender evaluation purposes**

- Certificate of authority for joint ventures (where applicable)
- Compulsory Enterprise Questionnaire
- Record of Addenda to Tender Documents
- Proposed Amendments and Qualifications
- Evaluation Schedule: Approach Paper
- Evaluation Schedule: Proposed Organization and Staffing
- Evaluation Schedule: Experience of the Key Staff
- Evaluation Schedule: Tenderer's Experience
- Record of consultancy services provided to organs of state
- Proof of professional indemnity insurance
- Evidence of sustained economic activity as required in terms of the eligibility criteria established in the Tender Data.

#### **2 Other documents required only for tender evaluation purposes**

- Copy of company registration certificate (c.k. certificate) with shareholding
- Copy of CSD (Central Supplier Database) summary report
- An original valid Tax Clearance Certificate issued by the South African Revenue Services.
- Original or certified copy of B-BBEE Level Contribution Certificate.
- Individual firms, joint venture or consortium firms experience detail.
- Detail of experience of each individual on the team.
- Certified copies of each individual's qualifications on the team.
- Certified copies of each individual's registration at the professional body (CESA or ECSA).
- Original tax clearance certificate of each firm on the team.
- Recent proof of payment for municipal rates and taxes or municipal services charges owed by that bidder or any of its directors to the Municipality which are not in arrears for more than three months in line with regulation no. 38 of Municipal Supply Chain Management Regulations / recent and original proof of residence from Traditional Authority or Induna in case where business is located in a non-rateable area / valid lease agreement signed between the Lessor and Lessee (bidder).
- Submission of the fee structure.
- Transfer of knowledge/skills proposal.
- Joint venture, consortium agreements (if applicable).
- Composition of HDI on the project.
- Valid Professional indemnity that is applicable on this project.

**FAILURE TO PROVIDE THE ABOVE SUPPORTING DOCUMENTATION WILL LEAD TO DISQUALIFICATION.**

**3 Returnable Schedules that will be incorporated into the contract**

None

**4 Other documents that will be incorporated into the contract**

4.1 Original bid document

4.2 Addendum

4.3 Proof of purchase of the original bid document.

**5 The offer portion of the C1.1 Offer and Acceptance**

**6 C1.2 Contract Data (Part 2)**

**7 C2.2 Pricing schedule**

# GREATER LETABA MUNICIPALITY

## Record of Addenda to tender documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

# GREATER LETABA MUNICIPALITY

## Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, <b>separate</b> enterprise questionnaires in respect of each partner must be completed and submitted.			
<b>Section 1: Name of enterprise:</b> .....			
<b>Section 2: VAT registration number, if any:</b> .....			
<b>Section 3: CIDB registration number, if any:</b> .....			
<b>Section 4: Particulars of sole proprietors and partners in partnerships</b>			
<b>Name*</b>	<b>Identity number*</b>	<b>Personal income tax number*</b>	
* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners			
<b>Section 5: Particulars of companies and close corporations</b>			
Company registration number .....			
Close corporation number .....			
Tax reference number .....			
<b>Section 6: Record in the service of the state</b>			
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:			
<input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity		<input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature	
<b>If any of the above boxes are marked, disclose the following:</b>			
<b>Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder</b>	<b>Name of institution, public office, board or organ of state and position held</b>	<b>Status of service (tick appropriate column)</b>	
		<b>Current</b>	<b>Within last 12 months</b>

\*insert separate page if necessary

# GREATER LETABA MUNICIPALITY

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council<br><input type="checkbox"/> a member of any provincial legislature<br><input type="checkbox"/> a member of the National Assembly or the National Council of Province<br><input type="checkbox"/> a member of the board of directors of any municipal entity<br><input type="checkbox"/> an official of any municipality or municipal entity | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)<br><input type="checkbox"/> a member of an accounting authority of any national or provincial public entity<br><input type="checkbox"/> an employee of Parliament or a provincial legislature |
|--|---|

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

*Enterprise name*



# GREATER LETABA MUNICIPALITY

## Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Consortium and hereby authorize Mr/Ms . . . . .  
 . . . . . , authorized signatory of the company . . . . .  
 . . . . . , acting in the capacity of lead partner, to sign all  
 documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORIZED SIGNATORY	% CONTRIBUTION TO JOINT VENTURE
Lead partner		Signature. . . . . Name . . . . . Designation. . . . .	
		Signature. . . . . Name . . . . . Designation. . . . .	
		Signature. . . . . Name . . . . . Designation. . . . .	
		Signature. . . . . Name . . . . . Designation. . . . .	

**NB: Attach a Joint Venture Agreement hereto. Failure to attach will regard this bid non-responsive**

# GREATER LETABA MUNICIPALITY

## Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause or item	Proposal

Signed

Date

Name

Position

*Tenderer*

# **GREATER LETABA MUNICIPALITY**

# GREATER LETABA MUNICIPALITY

## C1.1 Form of Offer and Acceptance

### Offer

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

..... Rand (in words);  
R..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

Signature ..... Date .....  
Name .....  
Capacity .....

#### for the tenderer

(Name and .....  
address of .....  
organization) .....

Name and .....  
signature .....  
of witness .....

### Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's

offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work.

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer’s agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now service provider) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature ..... Date .....

Name .....

Capacity .....

**for the**  
**Employer GREATER LETABA MUNICIPALITY**  
**CIVIC CENTRE**  
**44 BOTHA STREET**  
**MODJADJISKLOOF**

Name and signature of witness ..... Date .....

.....

# Schedule of Deviations

1 Subject .....

    Details .....

    .....

    .....

    .....

2 Subject .....

    Details .....

    .....

    .....

    .....

3 Subject .....

    Details .....

    .....

    .....

    .....

4 Subject .....

    Details .....

    .....

    .....

    .....

5 Subject .....

    Details .....

    .....

    .....

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

# GREATER LETABA MUNICIPALITY

*The Conditions of Contract are the Standard Professional Services Contract (September 2005) published by the Construction Industry Development Board.*

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

## **Part 1: Data provided by the Employer**

<b>Clause</b>	
	The Employer is the <b>GREATER LETABA MUNICIPALITY</b>
3.4 and 4.3.2	The authorized and designated representative of the Employer is: Name: <b><u>DR Sirovha K.I</u></b>  The address for receipt of communications is: Telephone: <b><u>(015) 309 9246/7/8</u></b> Facsimile: <b><u>(015) 309 9419</u></b> E-mail: <b><u>mmsecretary@glm.gov.za</u></b> Address: <b><u>P.O. Box 36</u></b> <b><u>MODJADJISKLOOF</u></b> <b><u>0835</u></b>
1	The Period of Performance is until the commissioning of the Project and associated facilities.
3.5	The location for the performance of the Project is in the Limpopo Province.
3.6	The Service Provider may not release public or media statements or publish material related to the Services or Project under any circumstances.
3.11	The penalty payable is R1 500.00 per Day subject to a maximum amount of R40 000

4.3.1(d)	The Service Provider is required to assist in the obtaining of approvals, licenses and permits from the state, regional and municipal authorities having jurisdiction over the Project.
5.4.1	The Service Provider is required to provide professional indemnity cover as set out in the Professional Indemnity Schedule.
5.5	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> <li>• Deviation from the terms of reference;</li> <li>• Proceeding to the next work stage e.g. appraisal, concept design, final design, tender specifications and tender documentation;</li> <li>• All contractual matters that has a time and cost implications;</li> <li>• Approval of construction plans;</li> <li>• Calling for tenders;</li> <li>• Appointment of specialist to do specific studies.</li> </ul>
7.2	The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule.
8.1	The Service Provider is to commence the performance of the Services within 7 working days of date that the Contract becomes effective. The Service Provider is expected to conclude a service level agreement with the Employer before commencement of work.
8.4.3 (c)	The period of suspension under clause 8.5 is not to exceed 6 months.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1	Interim settlement of disputes is to be by adjudication
12.2 / 12.3	Final settlement is by litigation.
13.1.3	All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance of equal to the amount of their portion of the work in the tender amount.
15	The interest rate will be prime interest rate of the Employers bank at the time that the amount is due.



# GREATER LETABA MUNICIPALITY

## Part 2: Data provided by the Service Provider

**Clause**

1 The Service Provider is .....

Address: .....

Telephone: .....

Facsimile: .....

5.3 The authorized and designated representative of the Service Provider is:

Name: .....

The address for receipt of communications is:

Telephone.....:

Facsimile:.....

Address: .....

5.5 The Key Persons and their jobs / functions in relation to the services are:

7.1.2

Name	Specific duties	Professional registrations (Name of Council and registration number)

# GREATER LETABA MUNICIPALITY

## C2.1 Pricing Instructions

- 1 The Service Provider is required to provide the services in accordance with the Scope of Work. To provide the work in accordance with the Scope of Work embraces all things necessary and incidental to completing the *services*.
- 2 The Service Provider is required to price for providing the services relating to each activities provided in the Activity Schedule. If a particular activity is not identified, the cost to the Service Provider of doing the work shall be deemed to be included in, or spread across, the other prices in order to fulfill the obligation to complete the services for the tendered total of the prices.
- 3 The only basis for a change to the prices is as a result of the Employer giving an instruction to change the Scope of Work. The reasonableness of the changes in prices resulting from such a change shall be assessed in terms of recommended time based fees published by the relevant engineering councils.
- 4 The Service Provider is required to include all expenses in the activity schedule. No contract price adjustment for inflation is provided for.



# GREATER LETABA MUNICIPALITY

## C3 Scope of Work

### 1 Employer's objectives

#### Overall objectives

The overall objective of the proposal submission is to provide for optimum service provision solutions so that sustainable service provision can be provided in accordance with appropriate and acceptable strategies which incorporate project specifications, a programme for project implementation and a framework which ensures sustainability of the projects implemented.

#### Specific Objectives

The specific objective is to carry out feasibility studies on the identified project and compile a proposal that should address:

- i) technical issues
- ii) financial matters (including capital costs estimates)
- iii) institutional matters (operate and maintain infrastructure)
- iv) socio economic impact assessment
- v) environmental considerations regarding the infrastructure development proposals.

Other Employer's objectives are to: provide the residents with engineering solutions for Civil Engineering related projects that are constructed within acceptable standards. Creation of jobs to the unemployed during project implementation phase through promotion the use of Labour Intensive Construction Method in alignment with the EPWP guidelines.

### 2 Background

Greater Letaba Municipality is mandated in terms of the municipal systems act and other accompanying legislations to provide services in its area of jurisdiction. The provision thereof is enabled through various funding mechanisms. To enable Greater Letaba Municipality to benefit from these various sources of funding one key requirements in terms of the new supply management policy is that project proposals must be submitted to the municipality and that such proposals should be evaluated in terms of clearly defined criteria before professional service providers are appointed.

It is against this background that the municipality is now intending to plan and implement the identified projects and now requires professional service providers to assist with the planning and implementation process.

# GREATER LETABA MUNICIPALITY

## 3 Management structures established for the project

The municipality has created the following structures to exercise overall oversight and management of the project:

- Office of the Municipal Manager
- Finance Department, and
- Technical Services Department

## 4 Stakeholder Consultation

It is imperative that the proposal should provide for the full integration of stakeholders to insure 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 communication and consultation plan. Greater Letaba Municipality as the main stake holder will be supported by Mopani District Municipality, Department of Energy and Eskom.

## 5 Previous studies and existing information

Service providers must align their proposals with other study initiatives already done and some already implemented.

## 6 Project proposal

### a. Status quo assessment

Service providers must include the status quo report in the Greater Letaba Municipality identified.

### b. Proposed scope of work

The project entails the planning and design of civil engineering infrastructure, construction supervision and commissioning of new assets at the least possible cost. It is the responsibility of the tenderer to familiarize himself with the site conditions upon selection into the panel of professional engineers' database to issue quotation for consideration before the award of contract.

The project will be implemented at Greater Letaba Municipal area of jurisdiction.

### c. Environmental matters

Environmental protection and conservation management influences are important considerations. The existing environmental conservation status for the proposed area

must therefore be stated on the report subject to further determination through the normal environmental impact studies normally conducted just before project implementation.

The cost for provision of such Environmental Impact studies must be included on the bidder's financial offer.

## **7 Proposed project resources**

The proposal must also include curriculum vitae of all key persons who will be assigned to or engaged on the project. Such person shall not be withdrawn from the project without the prior and written consent of the Greater Letaba Municipality.

# GREATER LETABA MUNICIPALITY

**5 Professional Services**

Mark the categories that your firm wishes to apply.

Please mark the relevant blocks in the table below with an X

CATEGORY	X	REMARKS
Architect		
Structural Engineer		
Electrical Engineer		
Quantity Surveyor		
Acoustic Engineer		
Landscape Architect		
Civil Engineer		
Fire Protection Specialist		
Safety and Security		
Mechanical Engineer		
Town Planners		
Property Developers		
Property Evaluators		
Environmental Specialist		
Traffic Engineers		

# GREATER LETABA MUNICIPALITY

## CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS

TO: MUNICIPAL MANAGER, GREATER LETABA MUNICIPALITY

FROM: \_\_\_\_\_ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/shareholders/Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/Shareholder/Partner	Municipal Account No.

**NB: Please attach certified copy (ies) of ID document (s)**

\_\_\_\_\_  
Signatory

\_\_\_\_\_  
Date

**Witnesses**

1. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# GREATER LETABA MUNICIPALITY

## AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL BUT NOT EXCEEDING 90 DAYS IN LINE WITH REGULATION 38(d)(i) OF THE GTM SCM POLICY AS AMENDED

TO: MUNICIPAL MANAGER, GREATER LETABA MUNICIPALITY

FROM: \_\_\_\_\_ (Name of the Bidder or Consortium)

I, \_\_\_\_\_ the undersigned, hereby authorize the Greater Letaba Municipality to deduct the full amount outstanding by the business organization/Director/Shareholder/Partner, etc. from any payment due by us/me.

Signed at \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Thus done and signed for and on behalf of the bidder/Contractor

\_\_\_\_\_  
Signatory

\_\_\_\_\_  
Date

### Witnesses

1. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

