



BID NOTICE AND INVITATION TO BID

BID NO: NLM/SDIMO/2020/2021

SUPPLY, DELIVERY AND INSTALLATION OF TWO MODULAR OFFICES

Ntabankulu Local Municipality is calling upon competent and experienced providers to bid for the **supply, delivery and installation of two (2) Modular Offices to the municipality.**

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R191** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Brach Code:** 250035
- **Reference:** SDLSD & Company Name

A compulsory Virtual briefing meeting is scheduled for the **14th of August 2020 at 10H00** and a **Virtual link will be available on the municipality website.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"SUPPLY, DELIVERY AND INSTALLATION OF TWO MODULAR OFFICES: BID NO: NLM/SDIMO/2020/2021** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 21 August 2020**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid Tax SARS compliance pin; valid on the closing date of the bid
- Proof of company registration
- Resolution or power of Attorney authorizing signature of the document on behalf of the bidder
- Certified ID copies for the entity owners

- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- Company profile with all completed projects, CV's of Employees
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.

NB. It is a requirement that all bidders must submit all the above documents.

Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionality assessment of 70 points will be considered non-responsive and will not be evaluated further.

Area of evaluation	Points allocated
Communication Business entity establishment (Company profile with clear business address, contact person and contact details)	10 points
Relevant entity experience provide traceable references such as signed appointment letters or testimonials on letter head of companies that received services for similar projects undertaken in the past 3 years, and must have contact details. <ul style="list-style-type: none"> • Four Traceable references = 30 points • Three Traceable references = 25 points • Two Traceable references = 20 points • One traceable reference = 10 points 	30 points
Methodology Comprehensive methodology with a proposed delivery period and Installation (Detailed turnaround time from order to delivery)	20 points
Defect Liability Attach a detailed plan of how will the service provider deal with defects appearing to the property within a period of (six) 6 months from the date of installation. The plan should clearly state that an amount equal to 5% of the total cost will be withheld by the municipality and will be released after six (6) months only if there are no defects or after the defects have been attended to by the service provider. (A bidder failed to include will be disqualified)	10 points
Confirmation letter from supplier/manufacturer attaching the South African Bureau Standards certificate of approval/quality of the goods to be supplied	30 points
TOTAL	100 points

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further enquiries should be directed to **Ms S. Ntlaahla** at 063 681 6825/039 258 2422 or ntlahlas@ntabankulu.gov.za or **Mr O. Mdudi** at mdudio@ntabankulu.gov.za or 082 786 0772/039 258 0314 during office hours i.e. between 08h00 and 16h30.

Requested by



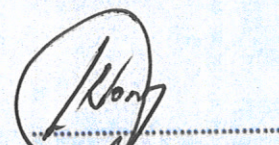
N. Mdutyana
Bid Specification Chairperson

Recommended by



X.N. Venn
CFO

Approved by



L. Nonyongo
Municipal Manager

