



BID NOTICE AND INVITATION TO BID

BID NO: NLM/PRDJDCRSOMTRDF/2018/19

PROVISION OF CONSULTING SERVICES FOR THE REVIEW AND DRAFTING OF TASK JOB DESCRIPTIONS, COUNCIL RULES AND STANDING ORDERS, MPAC TERMS OF REFERENCE AND DELEGATION FRAMEWORK

Ntabankulu Local Municipality is calling for proposals from competent and experienced Service Providers with a proven track record for the provision of consulting services for the Review and Drafting of Task Job Descriptions, Council Rules and Standing Orders, MPAC Terms of Reference and Delegation Framework.

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 nonrefundable cash payment of R180 or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

A compulsory briefing meeting has been scheduled for 27th May 2019 at 10:00 at Ntabankulu Municipal Main Boardroom.

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 "REVIEW AND DRAFTING OF TASK JOB DESCRIPTIONS, COUNCIL RULES AND STANDING ORDERS, MPAC TERMS OF REFERENCE AND DELEGATION FRAMEWORK: BID NO: NLM/PRDJDCRSOMTRDF/2018/19 in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than 12h00 on 10 June 2019, 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
- Proof of company registration
- Certified ID copies for the entity owners
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points

- Company profile will 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.
- Failure to submit the mandatory document will deem the tender non responsive and it will not be evaluated further.
- Functionality will be evaluated based on the following criteria and bidders who failed to score a minimum functionally assessment of 70% will be considered non-responsive and not evaluated further.

Area of evaluation	Points allocated	Weighting
Relevant entity experience (Proof of 4 Appointment letter)	20 points	1-5
<ul style="list-style-type: none"> • Four Traceable references = 20 points • Two Traceable references = 15 points □ Less than two traceable references = 05 		
Proposed quality of the approach which clearly demonstrates an understanding of the scope and purpose of the project	40 points	1-5
Qualifications (Management, Law, Administration) and experience of key proposed personnel (experience in the local government sector)	40 points	1-5

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good and 5 = Excellent

The primary criteria in selection will be cost and BBEE 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 BBEE level contributor which will be evaluated as follows:

B-BEE 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 S. Ntshala at 039 258 2422/063 681 6825 or corporateservicesnlm@gmail.com or Mr. N. Dinwayo at ndinwayo@yahoo.com or 039 258 0314 during office hours i.e. between 08h00 and 16h30.

Requested by

N. Mduyana

Bid Specification Chairperson

X.N. Venn

CFO

Recommended by

Approved by

L. Nonyongo

Municipal Manager